



August 2017

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*National Council for Therapeutic Recreation Certification® (NCTRC®)*

**Information for the Certified Therapeutic Recreation Specialist®  
And New Applicants**

Certification Standards  
**Part III: Recertification  
and Reentry**



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The National Council for Therapeutic Recreation Certification®, NCTRC® and the Certified Therapeutic Recreation Specialist® (CTRS®) credential are accredited by the National Commission for Certifying Agencies (NCCA).

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## Preface

This booklet is from the complete *NCTRC Certification Standards: Part III – Recertification and Reentry*. Materials included focus on the Prerequisites for Recertification, Renewal, Recertification and Reentry.

There are five other booklets which make up the complete set of *NCTRC Certification Standards*. The booklets were created to provide specific information for various users of the NCTRC Certification Standards. The other parts are:

- ❑ **Part I: Information for New Applicants**
- ❑ **Part II: Exam Information**
- ❑ **Part IV: NCTRC Disciplinary Standards and Process**
- ❑ **Part V: NCTRC National Job Analysis**
- ❑ **Part VI: Specialty Certification**

All candidates for NCTRC certification and CTRS certificants are responsible for reading and understanding the complete *NCTRC Certification Standards*. These booklets were designed as an additional aide to specific areas of standards and application processes.

*NCTRC's Certification Standards* are updated periodically. Candidates are responsible for making sure they have the most current information and that they meet the current standards when they apply for certification. The most current *NCTRC Certification Standards* can be found at [www.NCTRC.org](http://www.NCTRC.org). **The date of this publication is August 2017.**

### NCTRC NONDISCRIMINATION POLICY

It is the policy of NCTRC, its Board of Directors, committee members, and staff to comply with all applicable laws, which prohibit discrimination in employment or service provision because of a person's race, color, religion, gender, age, disability, national origin, or because of any other protected characteristic.

### NCTRC TRADEMARK NOTICE

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NCTRC does not warrant or guarantee the provision of competent services by CTRSs; NCTRC certification helps to demonstrate the certificant has met the requirements for the profession.

### NCTRC CONFIDENTIALITY POLICY

NCTRC does not release names and contact information on record to individuals and/or organizations for educational and/or research purposes without the expressed written permission of the applicant/certificant.

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## Introduction

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The National Council for Therapeutic Recreation Certification® (NCTRC®) encourages applications from all qualified individuals interested in becoming a Certified Therapeutic Recreation Specialist. While NCTRC cannot warrant an individual's abilities in professional practice, certification will help identify the individual who possesses the necessary knowledge for competent practice in therapeutic recreation.

**STOP! If you are not a CTRS or a Reentry candidate. If you were previously certified but have not held an active CTRS credential for over two years, you will need to apply as a "New Applicant". If you previously applied for certification, but have never held an active CTRS credential, you will need to apply as a "New Applicant". Recertification is only available to CTRSs. Reentry is only available to former CTRSs who's recertification expiration date is less than two years old. For information for New Applicants, please obtain PART I: Information for New Applicants for the CTRS before proceeding further. If you are a new applicant for the CTRS credential you will need to apply for Professional Eligibility first. Part of your Professional Eligibility application will be your registration for the NCTRC Exam.**

Please read this booklet of *NCTRC Certification Standards* thoroughly. If you have any questions about the NCTRC certification process or the information contained in this part of the NCTRC Certification Standards, please contact NCTRC at (845) 639-1439. NCTRC's national office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. eastern time. Internet access is available at [www.NCTRC.org](http://www.NCTRC.org) or you can reach NCTRC by sending an email to [nctrc@NCTRC.org](mailto:nctrc@NCTRC.org).

## Prerequisites

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### GENERAL

NCTRC's voluntary credentialing program evaluates the educational and experiential qualifications of therapeutic recreation professionals. As a condition of eligibility for NCTRC certification and recertification, each candidate agrees to the following:

- ***To Comply with ALL NCTRC Standards, Policies and Procedures.*** NCTRC may deny certification or recertification, revoke certification or recertification, or issue other sanctions when a candidate does not comply with any of NCTRC's *Certification Standards* including these *Prerequisites*.
- ***To Adhere to NCTRC Application and Notification Requirements.*** Each candidate for CTRS certification must truthfully complete and sign the appropriate application provided by NCTRC. Candidates and certificants must notify NCTRC in writing within sixty (60) days of any change in name, address, telephone number, and any facts bearing on eligibility, certification, recertification, or reentry. Each individual bears the burden of showing and maintaining compliance at all times. Candidates and certificants must provide NCTRC with confirmation of compliance with NCTRC requirements as requested by NCTRC. In order to confirm receipt of communication required by NCTRC, candidates should upload the requested information to their profile at MY NCTRC LOGIN, or use a verifiable method of delivery for communications to NCTRC.
- ***To Report Pending Litigation, Sanctions, and/or Criminal Convictions.*** Candidates must notify NCTRC within sixty (60) days of any civil or criminal indictment or charge pending before a state or federal regulatory agency or judicial body, including but not limited to the following actions to the extent such actions relate to therapeutic recreation or public health and safety: investigation of any civil or criminal action; filing of any civil or criminal charge; indictment or litigation; conviction; plea of guilty; plea of no contest (*nolo contendere*); or investigation or disciplinary action by a health care organization, professional organization, or other private or governmental body.
- ***To Respect the Property of NCTRC.*** The examinations, certificates, logo, emblem, and the name "National Council for Therapeutic Recreation Certification," the designation "Certified Therapeutic Recreation Specialist," and abbreviations relating thereto are all the exclusive property of NCTRC and may not be used in any way without the express prior written consent of NCTRC. In the event of suspension, limitation, revocation, or resignation from NCTRC, or as otherwise requested by NCTRC, each individual shall immediately relinquish, refrain from using, and correct at his or her expense any outdated or other inaccurate use of NCTRC's certificate, logo, emblem, the name "NCTRC," the designation "Certified Therapeutic Recreation Specialist," "CTRS," and related abbreviations.
- ***To Authorize the Release of Information by NCTRC.*** The individual candidate or certificant agrees that NCTRC and its officers, directors, committee members, employees, agents, and others may communicate any and all information relating to the candidate's application, certification, and review thereof including, but not limited to,

pendency or findings of violations of NCTRC's *Certification Standards*, to state and federal authorities, licensing boards, employers, other certificants, and others.

- **To Waive Claims Against NCTRC.** Each candidate and certificant agrees that he or she waives, releases, discharges, and exonerates NCTRC, its officers, directors, employees, committee members, panel members and agents, and any other persons authorized by NCTRC for any action taken pursuant to the NCTRC *Certification Standards* and policies and procedures from any and all claims or liability, including, but not limited to, claims or liability arising out of: (i) the furnishing or inspection of documents, records and other information; and (ii) any investigation, review, or decision regarding an application or certification made by NCTRC.

## Renewal, Recertification and Reentry

### Annual Renewal Requirements

#### ANNUAL MAINTENANCE APPLICATION AND FEE

Each year of the five year certification cycle, each Certified Therapeutic Recreation Specialist (CTRS) must submit an Annual Maintenance Application and fee as designated by the Board of Directors. The Annual Maintenance Application and fee must be submitted by the expiration date. In the fifth year of the certification cycle, the maintenance fee must be submitted as part of the recertification application.

#### INACTIVE CERTIFICATION

If the certificant's Annual Maintenance Application and fee are not submitted to NCTRC by their respective expiration date, the certification will become inactive and the certificant will not be able to use the "CTRS" designation. Inactive professional certification may be reinstated at any time during the five-year certification cycle by paying the current reinstatement fee plus any delinquent annual maintenance fees. Inactive certification may not be reinstated following expiration of the five-year certification cycle. During any cycle of time that the certification is inactive, the individual is prohibited from: (i) representing that the individual is a "Certified Therapeutic Recreation Specialist" or "CTRS"; and (ii) agreeing to serve as a supervisor for a proposed internship requiring a supervisor that is NCTRC CTRS certified.

### CTRS Recertification Requirements

The CTRS recertification process allows professional certificants to maintain continuing professional competence in therapeutic recreation. It is each certificant's responsibility to collect and maintain all recertification materials over their five-year cycle of certification. Certificants must document specific continuing education credits as deemed acceptable by the Recertification Standards and an appropriate number of professional work hours in therapeutic recreation or successfully complete the NCTRC Exam. The decision for a five-year recertification cycle was based on expert opinion and the results of the 1987 Job Analysis. This initial decision was reinforced by subsequent Job Analysis studies and reviews that indicated that the five year recertification cycle correlates directly with observed changes within the profession of therapeutic recreation. All recertification hours must be earned during the recertification cycle. No credit is given for any continuing education, professional experience, or reexamination earned prior to or following the end of the certification cycle. **It is also the certificant's responsibility to submit a completed recertification application before the end of the five-year recertification cycle. The recertification application must include the annual maintenance and recertification fee. The certificant should also be prepared to submit official documentation pertaining to all completed continuing education hours if called upon to do so during the audit process.** Recertification Options: Each CTRS must complete one of two options to renew certification at the end of the five-year cycle.

	Option	Description
1	Professional Experience and Continuing Education in Therapeutic Recreation	Minimum of 480 hours of professional experience and a Minimum of 50 hours of continuing education
2	Reexamination	Passing score on the NCTRC Certification Exam

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## Professional Experience Component

If this component is selected for recertification, a minimum of 480 hours of therapeutic recreation professional experience must be earned within the five-year recertification cycle. The hours can be accumulated through the performance of one or several of the following professional roles:

Direct Service Provider – delivers service directly to clients or groups as a therapeutic recreation specialist by performing assessments, developing and implementing individual programs and treatment plans, documenting the assessments and interventions, working on an interdisciplinary team, performing outreach activities, etc.

Supervisor – supervises therapeutic recreation personnel in the direct delivery of service to clients.

Administrator – administers a department or a division that includes therapeutic recreation.

Educator – teaches courses or a program in therapeutic recreation at a university, college, etc.

Consultant – performs consulting services in therapeutic recreation for organizations, educational institutions, agencies or corporations.

Volunteer – volunteer services performed in any of the various roles described above.

Professional Service (Paid or Volunteer) – includes professional activities such as service on professional boards, councils, legislative work, standards development, curriculum development, research activities etc., as this service relates to therapeutic recreation.

Student – completes advanced internships or supervised training. (Note: while assuming a student role for advanced study, it is important to note that these individuals are, in fact, active CTRSs and have already demonstrated basic competence to hold the credential and are not entry-level students to the profession.)

Please note that the professional experience must be in therapeutic recreation. If the experience does not reference the above job titles and does not appear to be therapeutic recreation according to the NCTRC Job Analysis Task Areas, then the certificant should provide an explanation of how the work experience is related to therapeutic recreation. Full-time as well as part-time professional experience will be accepted for recertification. NCTRC may verify professional experience through the employing agency personnel department or immediate supervisor.

## Continuing Education Component

The CTRS is required to complete professional level (baccalaureate level or higher) educational opportunities to maintain and enhance knowledge and skill to practice. These include completing educational contact hours, specifically at professional conferences, workshops, symposia and seminars. The CTRS may earn continuing education credits for internship supervision, authoring professional publications, giving professional presentations, and completing academic courses. The CTRS may also earn continuing education credits for participating in officially sanctioned NCTRC test development, item writing and other certification test related activities.

The content of Continuing Education opportunities must relate directly to the current NCTRC Job Analysis Knowledge Areas (see page 12 for the Job Analysis) Credits are measured according to the equivalency of an educational contact hour (60 minutes of actual classroom/instructional time, excluding registration time and breaks). NCTRC will also recognize continuing education units (CEU's) and translate these into credits as follows:

1 contact hour	=	0.1 CEU	=	1 credit
10 contact hours	=	1.0 CEU	=	10 credits

NCTRC offers an approval process for both pending and/or completed continuing education hours prior to the submission of a formal recertification application. This process allows for early confirmation of continuing education approval to individuals who are not certain if specific continuing education opportunities will count towards NCTRC Recertification requirements. The application forms to apply for CE pre-approval are available at [www.NCTRC.org](http://www.NCTRC.org) under Publications/Forms.

The standards require that if requested to do so as part of the audit process, a CTRS must submit an official document(s) of continuing education credit which indicates their name, attendance date (*which must be within the 5 year cycle*), title of the course or program and contact hours (*it does not have to be awarded in CEU credit*). If the CTRS is unable to obtain such a document, then the sponsor or instructor of the program must provide a written statement including all the necessary information mentioned above, on agency letterhead.

Continuing Education credit earned at conferences, symposia, seminars, etc. are automatically accepted for Recertification if the continuing education was pre-approved by NCTRC via the CEU Pre-Approval Programs. All other CEU credit earned by CTRSs must be submitted to NCTRC in accordance to the NCTRC Recertification Standards. All earned CEU credit must be based upon the current International Association for Continuing Education and Training (IACET) Standards. The title of the

course or program, as listed on the official document, is critical to whether it can be used toward NCTRC Recertification. The title must be related to one of the NCTRC Job Analysis Knowledge Areas. In order to match the title with the items, the title must be clear and reflective of the program. If it is not, the certificant will need to submit the program brochure with the continuing education materials. Certain continuing education will not be accepted toward NCTRC recertification. This includes CPR, First Aid, Infectious Disease Control, Life Saving, and activity or other skill-based courses. Intervention skill sessions/courses will be accepted when the majority of the focus is on using the therapeutic recreation process.

A certificant may also accumulate recertification continuing education credits by completing academic courses, professional publications and presentations and internship supervision.

**ACADEMIC COURSES FOR CONTINUING EDUCATION CREDIT**

An individual may earn continuing education credits for an academic course taken for credit or taken as an audited course. An official academic transcript or grade report will serve as documentation of the successful completion of this criterion. Continuing education credits for completing academic courses for credit and audited academic courses are as follows:

**Academic courses for credit:**

1 semester credit = 15 CE hours = 15 credits  
 1 trimester credit = 14 CE hours = 14 credits  
 1 quarter credit = 10 CE hours = 10 credits

**Audited academic courses:**

1 semester credit = 8 CE hours = 8 credits  
 1 trimester credit = 7 CE hours = 7 credits  
 1 quarter credit = 5 CE hours = 5 credit

The content of academic courses must be linked directly to the therapeutic recreation knowledge areas delineated in the current NCTRC Job Analysis.

**PUBLICATIONS AND PRESENTATIONS FOR CONTINUING EDUCATION CREDIT**

A certificant may request credit for professional publications and presentations. Credit will not be given for material presented multiple times. Credit will not be given for the same publication duplicated in different formats. When a certificant presents, continuing education credit will not be given for attending that session. The certificant may only receive credits for either making the presentation or attending the educational session, but not for both. Continuing Education Credit Values for Professional Publications and Presentations:

<b>TYPE OF PUBLICATION</b>	<b>CREDITS</b>
<i>Published professional book (original or subsequent editions)</i>	<i>25</i>
<i>Authored unpublished masters or doctoral thesis</i>	<i>20</i>
<i>Published editor of a professional book or professional journal</i>	<i>15</i>
<i>Published professional book chapter (original or subsequent editions)</i>	<i>15</i>
<i>Authored article in refereed journal</i>	<i>15</i>
<i>Published book review</i>	<i>10</i>
<i>Internship Supervision credit</i>	<i>5</i>
<i>Editorial review of professional journal article</i>	<i>5</i>
<i>Published research abstract or proceeding</i>	<i>5</i>
<i>Published article in non-refereed professional state, regional or national magazine</i>	<i>5</i>
<i>Published professional newsletter article</i>	<i>2</i>
<i>Presentation at professional conference (credits per presenter per hour)</i>	<i>2</i>
<i>Presentation of a research or program poster</i>	<i>2</i>

No more than 25 credits of the Continuing Education Component credits will be awarded for publications, presentations, and internship supervision. The content of publications and presentations must be directly related to the NCTRC Job Analysis Knowledge Areas. Agency presentations or in-services that are directly related to one’s job duties are not accepted as professional presentations. Community service presentations to service clubs and parents groups are not accepted as professional presentations.

The table below shows the type of continuing education accepted and the “acceptable proof” the applicant must submit for the recertification audit. Continuing education credits will not be awarded without original documentation, as described below.

**DOCUMENTATION NEEDED FOR CONTINUING EDUCATION CREDITS FOR RECERTIFICATION**

<b>CATEGORY</b>	<b>DESCRIPTION</b>	<b>ACCEPTABLE PROOF FOR CREDITS</b>
<b>Therapeutic Recreation Continuing Education Programs from Conferences &amp; Workshops</b>	<p>Programs, courses, symposia with therapeutic recreation content directly related to Job Analysis Knowledge Areas.</p> <p>Examples of continuing education sources include: hospital/agency education, tele-conferences/audio seminars, home study and on-line programs.</p>	<p>Official documentation of continuing education credit 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.</p>
<b>Academic Credit Courses</b>	<p>Academic courses offered by an accredited educational institution. On-line and correspondence courses are also acceptable.</p> <p>Content must relate to Job Analysis Knowledge Areas.</p>	<p>Official transcript or grade report. If the course title does not appear to be related to the Job Analysis Knowledge Areas, course outline should be submitted. Coursework can be audited (8 hours per academic credit) or taken for credit (15 hours per academic credit).</p>
<b>Publications*</b>	<p>The content must relate to Job Analysis Knowledge Areas. The CTRS must be author, co-author, or editor.</p>	<p>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.</p>
<b>Presentations*</b>	<p>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.</p> <p>Content must relate to Job Analysis Knowledge Areas.</p>	<p>Each 60 minutes of lecture given is equal to two continuing education hours. When there are multiple presenters, each presenter receives two hours 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).</p>
<b>Poster Presentations*</b>	<p>Credit will not be given for repeat or multiple poster presentations of the same material.</p> <p>Content must relate to Job Analysis Knowledge Areas.</p>	<p>Poster presentations are given two continuing education hours. Submit evidence of presentation (program announcement, brochure and letter confirming the presentation was completed).</p>
<b>Internship Supervision*</b>	<p>Credit awarded for supervision of competency-based internship.</p>	<p>Copy of NCTRC Internship Supervision Continuing Education Form.</p>
<b>Professional Work Experience</b>	<p>Professional experience at a level of the Bachelor's degree or higher and based upon the Job Analysis Task Areas.</p>	<p>Letter of verification from the Human Resource department or immediate supervisor for the minimum requirement of professional experience in Therapeutic Recreation.</p>

\*No more than a total of 25 continuing education hours in Publications, Presentations, Poster Presentations and Internship Supervision will be allowed toward recertification requirements.

### **Reexamination Component**

If the reexamination component is chosen, the certificant will be required to take the current examination used for professional level certification. The same passing score will be used on the test as is used with new candidates. The certificant will also be required to pay the current test administration fee, in addition to the required recertification fee.

Certificants who choose to take the NCTRC exam for recertification may only take the last scheduled exam prior to their recertification expiration date. If a passing score is not obtained, the CTRS certification will be forfeited. An individual who does not pass the exam for recertification will have the opportunity to regain the CTRS credential by taking the exam through the Reentry program.

### **Recertification Interpretive Guidelines**

**Academic Courses for Credit:** Coursework taken at a college or university for academic credit and documented by an official transcript or grade report. Course content must be linked directly to the therapeutic recreation knowledge areas delineated

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in the current NCTRC Job Analysis.

**Activity Skill Session/Course:** An activity skill session/course is where the focus of learning is on the experiential aspects of the activity. The majority of educational content is on learning, practicing, and/or participating in the activity skill.

**Audited (not graded) Academic Coursework:** Audited academic coursework is taken at a college or university and no academic credit is awarded. No grade is recorded, and tests or examinations are not required. An official transcript from the college or university must indicate “audit”. Course content must be directly linked to the therapeutic recreation knowledge areas delineated in the current NCTRC Job Analysis.

**Continuing Education Provider or Authority:** NCTRC accepts the continuing education from education providers who follow the International Association for Continuing Education and Training (IACET) Criteria and Guidelines for continuing education, whether they are officially sanctioned by IACET or not.

**Continuing Education Unit:** One CEU = ten contact hours of participation in an organized continuing education experience, under responsible, qualified direction and instruction. The International Association for Continuing Education and Training (IACET) is the caretaker of the CEU. IACET assumes responsibility for refining and disseminating information about the CEU. Through IACET programs, publications, research, and technical assistance, the Association assists organizations in correctly utilizing the criteria.

**Guest Lecturer at a College or University:** Presenting a lecture to an undergraduate or graduate class on a topic related to the NCTRC National Job Analysis Knowledge Areas. The lecture must be a minimum of 60 minutes and must be verified by the College or University.

**IACET (International Association for Continuing Education and Training):** The International Association for Continuing Education and Training is the internationally recognized organization for standards and certification for continuing education and training. The IACET Criteria and Guidelines for Quality Continuing Education and Training Programs are available at [www.iacet.org](http://www.iacet.org). NCTRC uses these criteria and guidelines as an indicator of quality continuing education.

**Intervention Skills Session/Courses:** A therapeutic recreation intervention skill session/course may incorporate an activity skill, but the majority of the focus is on using the therapeutic recreation process through facilitation techniques that restore, remediate and/or rehabilitate functioning. The education content of an intervention skills session/course must incorporate diagnostic and assessment information and involve the therapeutic recreation intervention planning and implementation process through the use of intervention modalities that adhere to professional standards of practice.

**Job Analysis Task Areas:** The NCTRC National Job Analysis Task Areas define the skills used by a professional Certified Therapeutic Recreation Specialist on the job. The tasks represent necessary competent practice. NCTRC uses these Job Task Areas as criteria for determining therapeutic recreation professional experience regardless of whether it is paid or volunteer. Professional experience used for recertification purposes must relate to the Job Analysis Task Areas.

**Job Analysis Knowledge Areas:** The NCTRC National Job Analysis Knowledge Areas define the knowledge required to perform the Job Analysis Tasks used by a professional Certified Therapeutic Recreation Specialist on the job. The knowledge areas are the basis for educational and testing requirements at NCTRC. NCTRC uses these Job Knowledge Areas as criteria for determining whether continuing education is related to therapeutic recreation.

**Length of Continuing Education:** Each continuing education session must be 60 minutes or longer. Sessions of less than 60 minutes will not be accepted by NCTRC regardless of the content.

**Professional Experience:** Each CTRS is a professional in the field of therapeutic recreation. Professional experience in therapeutic recreation is required to be at a level suitable to an individual holding a baccalaureate degree or higher.

**Professional Experience Documentation:** There are several ways to document professional experience in therapeutic recreation. For those who are employed full or part time in a traditional therapeutic recreation job title, verification would be confirmed by the personnel or human resource department of the agency. If there is a question of job duties, a copy of the official agency job description should be submitted. For individuals who volunteer in a therapeutic recreation program, an official volunteer log should be kept of the exact dates and times of volunteer hours in therapeutic recreation. At the time of recertification, submit the log signed by the CTRS supervisor or staff member at the agency. For those who volunteer professional service in therapeutic recreation, a log should be kept of committee work or other activities and, at the time of recertification, the log should be verified and signed by the Executive Director or President of the therapeutic recreation organization. Documentation is essential to show that you have met the recertification requirements.

**Professional Level Education:** It is required that CTRSs will complete professional level (baccalaureate level or higher) continuing education. Professional level continuing education is defined as opportunities that are either sponsored by an organization representing professionals that have an entrance requirement of a four year degree or a continuing education experience that is primarily designed for an audience that possesses a bachelors degree or higher. Recertification should demonstrate that



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the CTRS is maintaining and enhancing knowledge and skill as related to the content areas of the NCTRC Job Analysis.

**Professional Service Experience:** Volunteer service for a professional organization. The volunteer service must be in therapeutic recreation and a log must be kept to verify the hours of volunteer service. The log must be verified by the professional organization (usually the executive director, chair of board of directors, conference coordinator, etc.). Examples of professional service experience may include: committee work for a professional therapeutic recreation organization at the local, state, regional or national level, committee work for a therapeutic recreation conference, being a member of a board of directors for a professional therapeutic recreation organization.

**Publication Definitions:**

**Published professional book:** A scholarly publication in therapeutic recreation; includes books used as texts in academic programs and theoretical/conceptual content so long as the content relates to the NCTRC Job Analysis. Also includes revising a book on TR practice relating to the NCTRC Job Analysis.

**Authored unpublished masters or doctoral thesis:** A scholarly work for academic credit documenting original research related to the NCTRC Job Analysis.

**Published editor of a professional book or professional journal:** Editing a book or a journal related to TR practice and the NCTRC Job Analysis. Name of editors must be published in the book or journal or supported by letter from the publisher.

**Published professional book chapter:** Publishing an original or revised chapter in a book related to TR practice and the NCTRC Job Analysis.

**Authored article in refereed journal:** Authoring articles related to therapeutic recreation practice and the NCTRC Job Analysis published in a refereed journal using blind, peer review of manuscripts.

**Published book review:** A book review published in a refereed journal.

**Editorial review of professional journal article:** Editorial review of professionally prepared manuscript submitted for publication in a peer-refereed journal related to TR practice and the NCTRC Job Analysis.

**Published research abstract or proceeding:** A published synopsis of original research or conceptual theory that reflects a presentation of the original work. Content must relate to the NCTRC Job Analysis.

**Published article in non-refereed professional state, regional or national magazine:** Published articles on TR practice in a state, regional or national professional publication. Content must relate to the NCTRC Job Analysis.

**Published professional newsletter article:** A published article that discusses a topic related to the NCTRC Job Analysis.

**Presentation at professional conferences:** Presentations made at a professional conference, workshop or seminar with content related to TR practice. Presentations earn 2 credits for each 60 minutes of lecture. When there are multiple presenters each presenter may earn 2 credits for each 60 minutes of lecture. Credit will only be awarded once for each original presentation and will not be given for repeat presentations of the same topic.

**Presentation of a research or program poster:** A poster presentation is the sharing of research, conceptual, or programmatic information through a visual display. Presenters interact with conference attendees during the display time. The poster presentation at a conference must relate to TR practice and may be either refereed/juried or non-refereed/non-juried.

**Refereed or Juried Publication:** Publications which use blind review, peer review and editing for manuscript critique.

**Repeated Presentations:** A presentation that is presented to a different audience where no significant changes have been made to the content of the presentation. Minor changes to the content, such as updating a few pieces of information, are considered a repeated presentation. Credit is not given for repeated presentations.

**Reprinted Publication:** An article or abstract printed in multiple publications (state society magazine, professional newsletter, professional journal) with no significant changes made to the content of the article or abstract. Credit is not given for reprinted or multiple publications of the same material.

**Volunteer Professional Experience:** Volunteer service provided in a therapeutic recreation program. Volunteer professional service may be delivered directly to clients (implementing a therapeutic recreation program) or may be a non-direct service (supervision or administration of therapeutic recreation personnel). Volunteer professional service may also be in the form of consultation of therapeutic recreation practice for organizations, educational institutions, agencies or corporations.

**Internship Supervision:** An internship experience that includes intense professional training and results in documented student competence in each of the critical areas of the TR process (APIED). Each internship experience is awarded five (5) CE credit hours. A CTRS can supervise a maximum of two (2) CE credit earning experiences for a maximum of 10 credit hours

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per recertification cycle. Please review and submit the *Internship Supervision for Continuing Education* document.

### **RECERTIFICATION REVIEW PROCEDURES**

NCTRC will notify each certificant approximately 60 days before the end of the five-year certification cycle. Recertification applications may be submitted no earlier than 12 months prior to the certification expiration date. Recertification applications submitted after the respective expiration dates will not be accepted by NCTRC.

Certificants may upload and save records of continuing education to their profile at MY NCTRC LOGIN.

Upon submission of the recertification application, a random percentage of applications will be selected for audit. The purpose of the audit is to verify the completion of all continuing education hours listed on the recertification application. Certificants who are selected for audit will be directly notified by NCTRC via email. Certificants will have 15 days to submit or upload their continuing education materials for the audit process. Failure to submit the continuing education materials in a timely manner will result in a denial of recertification. If you are not selected for audit, you will not need to submit your continuing education documents. NCTRC randomly audits a percentage of recertification applications. Therefore, certificants should not rely on the recertification status or application of other certificants (or prior recertification applications) in selecting courses and CEUs for recertification. For audited recertification applications only, courses and CEU offering will be reviewed by NCTRC on a case-by-case basis. Professional NCTRC staff holding the CTRS credential will review recertification applications to determine whether NCTRC's recertification criteria are met. At any time during the recertification application review, the Executive Director may request additional information from the certificant.

Once review of an application is complete, the NCTRC Executive Director shall inform the certificant of either (i) the decision to grant recertification to the certificant, or (ii) an adverse decision on the recertification application. An adverse decision includes decisions denying eligibility to sit for the examination for recertification purposes and decisions denying recertification for any reason. The recertification decision will be emailed to the certificant after the completion of the review. Results of recertification reviews will not be provided over the telephone. Individuals who are denied recertification have the right to appeal the decision or regain their CTRS status via the Reentry program.

### **RECERTIFICATION APPEAL PROCEDURES**

Upon receipt of an adverse determination, a certificant has 45 days to submit an appeal application. If a certificant does not submit an appeal application and all supporting documentation within 45 days, the certificant forfeits any right to an appeal of the adverse determination. There is no additional filing fee to request an appeal at this stage. Please see *Recertification Appeals Procedures on page 16* for complete information on how and when to file an appeal for the denial of an application for Recertification. Individuals whose Recertification denial decision is not overturned by the appeal process may regain their CTRS status via the Reentry program or by applying as a new applicant.

### **RECERTIFICATION EXTENSION**

**Extension of Recertification Due Date.** NCTRC requires strict adherence to recertification application deadline dates. In the event that an individual has completed the recertification requirements but has missed the recertification deadline date due to an extenuating circumstance or emergency beyond the person's control, a 30 day extension of the application deadline may be granted based on a case by case review of pertinent documentation regarding the situation. Official documentation must verify the occurrence of the circumstance and the documented dates must confirm that the conflict occurred immediately prior to the recertification application due date. The recertification application and all related continuing education materials must be submitted with the request for an extension. If the request for an extension is denied, the applicant will receive instructions regarding the NCTRC Reentry Program.

**Extension of Recertification Cycle.** In the case when a serious health condition or extreme personal emergency has prevented an individual from completing all recertification requirements, a request for extension may be made in writing to the Standards Hearing Committee within 30 days of the recertification application deadline. A detailed description of the serious health condition or extreme emergency must be accompanied by official documentation regarding the circumstance. The extension application and pertinent documentation will be reviewed on a case by case basis by the Standards Hearing Committee. Once a decision is rendered, notification will be emailed to the applicant from the NCTRC office. If the extension request is granted a recertification application will be due one (1) year after the original recertification due date. The recertification application and all continuing education materials will be due at that time. The NCTRC exam may be taken for recertification during the extension period. Exam registration due dates are listed on the NCTRC website at [www.NCTRC.org](http://www.NCTRC.org).

If an extension is granted for medical or health related issues, submission of an Authorization and Attestation form completed by the treating professional confirming fitness to practice will be required. This form may be submitted at the time the extension is granted, or when the recertification application is submitted. The determination of active certifica-

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tion status will be based on the receipt of this form. **NCTRC reserves the right to withhold active certification status for those individuals who are unable to provide the signed Authorization and Attestation form at the time that the extension is granted.**

### **Reentry Requirements**

Reentry is a process whereby certain individuals whose certification recently expired, may qualify for eligibility to take the NCTRC CTRS certification examination, without needing to meet the current educational and experiential requirements for initial certification. Reentry certification eligibility is limited to only those candidates who:

1. Were CTRS certified within two years prior to their application for reentry; and
2. Apply for reentry eligibility to take a CTRS certification examination that is scheduled to be administered within the two years immediately following expiration of their CTRS certification.

Reentry candidates are subject to all requirements of, and must maintain compliance with, the NCTRC Certification Standards, except they shall not be required to demonstrate that they meet the current educational and experiential requirements for initial certification. Instead, NCTRC will accept the results of the prior certification application review, for the purposes of determining eligibility to take the certification examination for reentry. The exam must be completed before expiration of the two-year period following expiration of their CTRS certification. Reentry candidates must pay all fees for test registration and for any delinquent annual fees from the last recertification cycle, and meet all other requirements to take the certification examination.

Reentry candidates who successfully pass the examination will be granted CTRS certification for another five-year cycle, subject to the requirements of the NCTRC Certification Standards. Reentry candidates who do not pass the examination may apply again to sit for the examination under these reentry provisions, so long as they take the examination during the two-year period immediately following expiration of their CTRS certification. Reentry candidates who do not pass the examination during the two-year cycle immediately following expiration of their CTRS certification, will not be certified under these reentry provisions.

### **EMERGENCY SITUATIONS DURING THE REENTRY PERIOD**

The NCTRC Executive Director and the Chair of the NCTRC Standards Hearing Committee (and, in limited cases, the Chair of the Board of Directors) have complete discretion in deciding whether to grant an extension. Only reentry candidates who have registered for and missed the last exam offered during their reentry cycle may be granted an extension of the reentry cycle. The reentry candidate must notify NCTRC of the event within 60 days of the event's occurrence. If NCTRC extends a candidate's reentry deadline cycle, the candidate must register, pay for, and comply with all requirements and deadlines for the next regularly scheduled CTRS examination. The reentry cycle will only be extended until NCTRC releases the results of the next regularly scheduled examination. Under no circumstances will NCTRC extend the reentry cycle more than one examination cycle. During the extended reentry cycle, the candidate is not certified by NCTRC and may not represent that they hold NCTRC certification.

## **2014 NCTRC Job Analysis Job Tasks and Knowledge Areas for the Certified Therapeutic Recreation Specialist**

A benchmark for any profession is its ability to routinely monitor its own practice through an ongoing process of self-regulation. Paramount to this process is the establishment of a credentialing program that enabled the profession to safeguard consumers by stating who is competent to practice. The establishment of a valid job analysis is essential to the integrity of a credentialing program and an exam program.

In 2014, NCTRC completed its fourth comprehensive Job Analysis Study. The list of tasks below are the current tasks performed by the Certified Therapeutic Recreation Specialist. These job tasks represent the therapeutic recreation process. The knowledge base for therapeutic recreation practice forms the basis of the NCTRC exam content and is used to evaluate continuing education for therapeutic recreation.

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## 2014 NCTRC Job Analysis Job Tasks for the CTRS-

### Professional Relationships and Responsibilities

1. Establish and maintain effective working relationships with person(s) served, co-workers, allied departments, and external customers
2. Create and maintain a safe and therapeutic environment
3. Maintain CTRS and required state credential(s)
4. Participate in in-service training and staff development
5. Maintain knowledge of current TR/RT trends, techniques, methods, issues, and professional and legal standards
6. Enhance professional competence through additional credentials
7. Enhance professional competence through contribution to the TR/RT field (e.g., professional presentations, research, attending conferences)
8. Support the development of evidence-based practices
9. Adhere to professional standards of practice and code of ethics
10. Participate in quality improvement process (e.g., exit interviews, customer service satisfaction, peer reviews)
11. Participate in agency/professional committees

### Assessment

12. Request and secure referrals/orders from professionals or other sources
13. Obtain and review pertinent information about person(s) served (e.g., records or charts, staff, support system)
14. Select and/or develop assessment methods based on validity, reliability, and needs of the person(s) served and setting (e.g. interview, observation, task performance, established instruments)
15. Establish therapeutic relationship with person(s) served
16. Conduct assessments using selected methods to determine physical, social, affective, cognitive, leisure lifestyle functioning, and environmental factors
17. Analyze and interpret results from assessments
18. Integrate, record, and disseminate results to identified others (e.g., person(s) served, treatment team)

### Plan Interventions and/or Programs

19. Discuss results of assessment and involve the person(s) served or identified others (e.g., parent or legal guardian, support system, treatment team, service providers) in the design of individualized intervention plan
20. Develop and document individualized or group intervention plan with goals, objectives, evaluation criteria, and discharge/transition plan
21. Develop and/or select interventions and approaches to achieve individual and/or group goals
22. Develop and/or select protocols for individual and/or group session(s)
23. Utilize activity and/or task analysis prior to interventions/programs
24. Select adaptations, modifications, and/or assistive technology as needed

### Implement Interventions and/or Programs

25. Explain the purpose and outcomes of the intervention/program and steps to be followed to the person(s) served and/or identified others (e.g., parent or legal guardian, support system, treatment team, service providers)
26. Implement individual and/or group session(s), protocols, and/or programs
27. Use leadership, facilitation, and adaptation techniques to maximize therapeutic benefit
28. Monitor and address safety concerns throughout the intervention/program
29. Observe person(s) served for response to intervention/program and document important data (e.g. interaction with others, group, or therapist)
30. Monitor effectiveness of individual and/or group intervention/program plans and make modifications as needed

### Evaluate Outcomes of the Interventions and/or Programs

31. Evaluate changes in functioning of the person(s) served
32. Determine effectiveness of individual intervention plan and/or program and adjust as needed
33. Revise individualized intervention plan and/or program as necessary with input from the person(s) served and identified others (e.g., parent or legal guardian, support system, treatment team, service providers)

34. Evaluate individual's need for additional, alternative, or discharge of services
35. Determine effectiveness of protocols, modalities, and/or programs for targeted groups

#### **Document Intervention Services**

36. Document participation and adherence to intervention
37. Document behavioral observations, progress, functioning, and intervention outcomes of the person(s) served
38. Document occurrences, accidents, and incidents relating to risk management
39. Document protocols and modalities
40. Document program effectiveness

#### **Treatment Teams and/or Service Providers**

41. Identify the treatment team/community partners, including person(s) served
42. Provide information to team members and community partners concerning available TR/RT services and outcomes
43. Communicate information regarding person(s) served to team members and community partners in a timely and appropriate manner (e.g., behavioral changes, functional status)
44. Coordinate or integrate intervention plan with other service providers and community partners for the person(s) served (e.g., care planning, discharge/transition plan)
45. Develop and provide collaborative services with other team members and community partners as necessary (e.g., co-treatment)

#### **Develop and Maintain Programs**

46. Maintain equipment and supply inventory
47. Plan and coordinate support services (e.g., transportation, housekeeping, dietary)
48. Maintain program budget and expense records
49. Develop and distribute schedules (e.g., programs, special events, programming changes)
50. Identify funding sources
51. Conduct an initial and/or on-going organizational/departmental needs assessment for TR/RT service delivery (e.g. populations served, internal and external resources)
52. Conduct ongoing program evaluation
53. Follow risk management practices

#### **Manage Therapeutic Recreation/Recreation Therapy Services**

54. Comply with standards and regulations (e.g., government, credentialing, agency, professional)

55. Prepare and update comprehensive TR/RT written plan of operation (e.g., programs, risk management, policies and procedures)

56. Confirm that programs are consistent with agency mission and TR/RT service philosophy and goals

57. Recruit, train, educate, supervise, and evaluate professionals, paraprofessionals and/or volunteers (e.g., plan in-service training, develop staffing schedules)

58. Provide staff development and mentorship, including clinical supervision

59. Develop, implement and/or maintain TR/RT internship program

60. Prepare, implement, evaluate, and monitor TR/RT service annual budget

61. Support research programs or projects

62. Develop and conduct quality improvement plan and report results

63. Write summary reports of TR/RT services

64. Identify, obtain, and manage supplemental funding (e.g., grants, donations, endowments, fundraisers)

#### **Awareness and Advocacy**

65. Establish and maintain network with organizations and advocates (e.g., community partners/agencies, universities, health-related professionals, and consumer groups)

66. Advocate for the rights of person(s) served (e.g. access, inclusion, independence, transportation)

67. Provide education to internal and external stakeholders regarding TR/RT services

68. Promote the organization, TR/RT services, and the profession through marketing and public relations

69. Monitor legislative and regulatory changes that impact TR/RT services and person(s) served

## **2014 NCTRC Job Analysis -Knowledge Areas-**

#### **Foundational Knowledge (FKW)**

1. Human developmental stages across the lifespan
2. Theories of human behavior and principles of behavioral change (e.g., Maslow's hierarchy, social learning theory, experiential learning model, self-determination theory, stress-coping, societal attitudes)

3. Concepts and models of health and human services (e.g., medical model, community model, education model, health and wellness model, person-centered care model, International Classification of Functioning, recovery model, inclusion)
4. Principles of group dynamics and leadership
5. Legislative and regulatory guidelines and standards (e.g., Americans with Disabilities Act, Individuals with Disabilities Education Act, Joint Commission, CARF)
6. Contributions of play, recreation, and leisure to health, and well-being (e.g., flow theory, benefits, quality of life)
7. Models of TR/RT service delivery (e.g., Leisure Ability Model, Health Protection/Health Promotion Model, TR Service Delivery Model, Health and Well-Being Model)
8. Practice settings (e.g., hospital, long-term care, community-based, schools, home health care)
9. Standards of practice
10. Code of ethics
11. Professional qualifications (e.g., certification, licensure)
12. Cultural competency (e.g., social, cultural, educational, language, spiritual, socioeconomic, age, environment)
13. Cognitive/developmental disorders and related impairments (e.g., dementia, traumatic brain injury, intellectual disabilities)
14. Physical/medical disorders and related impairments (e.g., diabetes, multiple sclerosis, muscular dystrophy, spinal cord injury, sensory impairments)
15. Psychiatric disorders and related impairments (e.g., addictions, PTSD)

#### **Assessment Process (ASP)**

16. Current TR/RT assessment instruments
17. Interprofessional inventories and questionnaires (e.g., standardized rating systems, developmental screening tests)
18. Secondary sources of assessment data (e.g., records or charts, staff, support system)
19. Criteria for selection and/or development of assessment (e.g., reliability, validity, practicality, availability)
20. Implementation of assessment (e.g., behavioral observations, interviews, performance testing)
21. Sensory assessment (e.g., vision, hearing, tactile)
22. Cognitive assessment (e.g., memory, problem solving, attention span, orientation, safety awareness)

23. Social assessment (e.g., communication/interactive skills, relationships)
24. Physical assessment (e.g., fitness, motor skills function)
25. Affective assessment (e.g., attitude toward self, expression)
26. Leisure assessment (e.g., barriers, interests, values, patterns/skills, knowledge)
27. Functional skills assessment (e.g., access in the community, using social media, using transportation)

#### **Documentation (DOC)**

28. Interpretation and documentation of assessment results
29. Individualized intervention plan (e.g., identification of problems, strategies for treatment, modalities)
30. Writing measurable goals and behavioral objectives
31. Progress/functional status (e.g., SOAP, FIM, DARP)
32. Modification of intervention plan (e.g., reevaluation)
33. Discharge/transition plan of person(s) served
34. Required facility documentation (e.g., adverse incidents)

#### **Implementation (IMP)**

35. Selection of programs, activities and interventions to achieve the assessed needs of the person(s) served
36. Purpose and techniques of activity/task analysis
37. Activity modifications (e.g., assistive techniques, technology, and adaptive devices)
38. Modalities and/or interventions (e.g., leisure skill/education, assertiveness training, stress management, social skills, community reintegration)
39. Facilitation approaches (e.g., strengths based approach, holistic approach, person-centered, palliative care)
40. Intervention techniques (e.g., behavior management, counseling skills, experiential learning)
41. Risk management and safety concerns
42. Role and function of other health and human service professions and of interdisciplinary approaches (e.g., co-treatment, consultation, referral)

#### **Administration of Therapeutic Recreation/Recreation Therapy Service (ADM)**

43. TR/RT service plan of operation (e.g., TRAM model, policy and procedure development)

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- 44. Procedures for program evaluation and accountability (e.g., attendance, participation rates, cost benefit analysis)
  - 45. Quality improvement guidelines and techniques (e.g., utilization review, risk management, peer review, outcome monitoring)
  - 46. Personnel, intern, and volunteer management (e.g., recruitment, supervision, coordination, evaluation)
  - 47. Payment system (e.g. government funding, managed care, private contract, Medicare, Medicaid, ICDM)
  - 48. Facility and equipment management (e.g., maintenance, upgrading, inventory)
  - 49. Budgeting and fiscal management (e.g., fund acquisition, fund management)
  - 51. Credential maintenance and upgrading professional competencies (e.g., certification, recertification, licensure, continuing education, specializations)
  - 52. Advocacy for person(s) served (e.g., patient/consumer rights, grievance policies, HIPAA)
  - 53. Legislation and regulations pertaining to TR/RT (e.g., related service definitions, Affordable Care Act)
  - 54. Public relations, promotion and marketing of the TR/RT profession
  - 55. Professional associations and organizations
  - 56. Research activities (e.g., research of evidence-based literature, efficacy of TR/RT interventions)
  - 57. Collaboration between higher education and direct service providers (e.g., provision of internships, supporting research)

#### **Advancement of the Profession (ADV)**

- 50. Professionalism (e.g., professional boundaries, professional appearance, and behavior)

#### **DEFINITION OF TERMS**

Given the diversity and varied settings in which TR/RT services are practiced, it becomes a challenge to select terminology that is inclusive of the entire profession. The list provided here represents terms chosen to describe aspects of practice and the persons served. These terms are broad-based and can be applied to all settings and populations served. The intent here is to “include” rather than “exclude” any aspect of the profession.

**Therapeutic Recreation/Recreation Therapy:** all references to TR/RT in this document are intended to be used interchangeably.

**Persons Served:** a patient, client, consumer, participant or resident.

**Individualized Intervention Plan:** an individualized plan of care or intervention for a person served by a qualified TR/RT professional (CTRS) based on assessed strengths and needs, and includes goals, objectives and intervention strategies aimed at fostering desirable and necessary outcomes.

**Treatment/Service Teams:** also referred to as “intervention team”, and “multidisciplinary, interdisciplinary, transdisciplinary team”. A treatment team is a group of qualified professionals who provide individual and collective treatment to address the needs of a specific individual receiving service.

**Standards of Practice:** statements of professional expectations for service delivery in order to assure systematic provision of recreation therapy services. Such statements are set by the organizations representing the specific profession.

**Inclusion:** a planning process in which individuals with disabilities have the opportunity to participate fully in all community activities offered to people without disabilities. Inclusion requires providing the necessary framework for adaptations, accommodations and supports so that individuals can benefit equally from an experience.

**Outcomes:** observed changes in an individual’s health status and functional abilities as a result of services. Outcomes must be measurable, achievable, documented, meaningful, and linked to professional intervention.

#### **Standards of Knowledge, Skills and Abilities for the CTRS:**

1. possess knowledge of the theories and concepts of therapeutic recreation, leisure, social psychology, and human development as related to the nature and scope of health and human service delivery systems and the ability to integrate these in a variety of settings.
2. possess an essential knowledge of the diversity of the populations including diagnostic groups served within the therapeutic recreation process, including etiology, symptomatology, prognosis, treatment of conditions and related secondary complications. Possess a basic understanding of and ability to use medical terminology.

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3. have a thorough understanding of the assessment process utilized within therapeutic recreation practice including, but not limited to, purpose of assessment, assessment domain (including cognitive, social, physical, affective, leisure, background information), assessment procedures (including behavioral observation, interview, functional skills testing, a general understanding of current TR/leisure assessment instruments, inventories and questionnaires and other sources of commonly used multidisciplinary assessment tools, including standardized measures), selection of instrumentation, general procedures for implementation and the interpretation of findings.
  4. have a basic understanding of the published standards of practice for the profession of therapeutic recreation and the influence that such standards have on the program planning process.
  5. possess detailed knowledge of the intervention planning process, including program or treatment plan design and development, programming considerations, types of programs, nature and scope of interventions, and selection of programs to achieve the assessed needs and desired outcomes of the person served.
  6. possess basic knowledge related to the implementation of an individual intervention plan, including theory and application of modalities/interventions and facilitation techniques/approaches.
  7. have a fundamental knowledge of methods for documenting and evaluating persons served, programs, and agencies.
  8. possess a broad understanding of organizing and managing therapeutic recreation services including, but not limited to, the development of a written plan of operation and knowledge of external regulations, resource management, components of quality improvement, as well as basic understanding of staff/volunteer management.
  9. be able to identify and understand the components of professional competency within the realm of therapeutic recreation practice, including requirements for certification, ethical practice, public relations, and the general advancement of the profession.
  10. possess fundamental knowledge of how the TR process is influenced by diversity and social environment.
  11. possess fundamental knowledge of assistive devices/equipment and activity modification techniques.
  12. possess fundamental knowledge of group interaction, leadership, and safety.

## Recertification Appeals Procedures

Upon receipt of an adverse determination, a certificant has 45 days to submit an appeal application. If a certificant does not submit an appeal application and all supporting documentation within 45 days, the certificant forfeits any right to an appeal of the adverse determination. There is no additional filing fee to request an appeal at this stage.

**GROUND FOR AN APPEAL.** The grounds for an appeal are *limited* to:

- Demonstrate that the *Certification Standards* were not properly applied; and/or
- Provide information that was not presented previously and which sustains the minimum credits required for recertification.

### Appeal Instructions

**General Instructions:** All NCTRC Recertification Appeal Applications should be submitted by either email or your profile at MY NCTRC LOGIN. Appellants should submit complete and accurate information. All materials submitted to the Standards Hearing Committee for review become the property of NCTRC and may not be returned. All information submitted in an Appeals Application and in supporting appeal materials must be true and correct. If it is found that false or inaccurate information has been presented, the appellant's request for recertification will be denied and the individual may be denied eligibility for future certification.

**To verify professional experience for recertification:** If an appellants professional experience was not accepted in the review of a recertification application, this may be appealed by providing official documentation of acceptable therapeutic recreation experience. The majority of professional experiences that are not accepted in review are denied because of questionable description of duties and responsibilities in therapeutic recreation, and inadequate information regarding the exact dates or total hours. Appellants appealing recertification denials on professional experience must provide official documentation of duties, dates or hours through the following:

- official agency job descriptions and/or verification of job description,
- documentation from the agency regarding the exact beginning and end dates of the experience, the number of hours completed, and/or the nature of therapeutic recreation responsibilities completed at the agency.



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All letters from the agency should be typed on official agency letterhead and signed by the immediate supervisor at the agency. If the supervisor is no longer employed at the agency, a written letter may be obtained from the supervisor at his or her current place of employment along with a letter from the original agency to verify that the supervisor was employed during the time of the appellant's professional experience.

**To verify academic courses:** If an academic course was not accepted towards recertification requirements, the appellant must submit an official academic transcript to verify academic credits granted. Official course outlines must be submitted if the appellant wishes the course content to be evaluated based on the NCTRC Job Analysis Knowledge Areas. Please note that only official course outlines will be reviewed in an appeal to determine the exact content of courses in relation to the NCTRC Job Analysis Knowledge Areas. Letters from college/university faculty members may be used to further explain outlines but will not be accepted in place of official outlines. Course catalog descriptions or program brochure descriptions do not generally provide sufficient information for review within an appeal.

**To verify continuing education units/credits:** The appellant must submit official documentation to verify that acceptable credit has been granted and/or that content is relevant to therapeutic recreation knowledge as defined by the NCTRC Job Analysis Knowledge Areas. To verify that the type of credit is acceptable, the appellant must submit an original certificate or documentation from the continuing education credit sponsor which demonstrates that credit granted follows the guidelines of the International Association of Continuing Education and Training (IACET). To verify content, submit the program brochure or official description of the session or program and a written statement by the appellant of how the content relates to the therapeutic recreation knowledge areas. Official content descriptions and verification of legitimate continuing education credit should be provided from the sponsor of the continuing education credit.

**Appeal review notice:** NCTRC will ensure that applicants are certified according to NCTRC standards. As a result, when reviewing an Appeals Application, if an error has been made in regard to a fact about an applicant's credentials, the Standards Hearing Committee may correct the error, even when the error is not in favor of the appellant.

#### **APPEAL TO THE STANDARDS HEARING COMMITTEE WITH EXECUTIVE DIRECTOR DISCRETION TO REVERSE DECISION**

Upon receipt of additional information, the Executive Director shall review the documentation submitted and has the discretion to determine whether the recertification requirements have been met. The Executive Director shall either: (i) reverse the prior adverse decision and grant recertification (notifying the appellant of the decision and terminating the appeal); or (ii) submit the additional documentation to the Standards Hearing Committee for consideration of the appeal.

#### **REVIEW AND DECISION OF THE STANDARDS HEARING COMMITTEE**

If the Executive Director does not reverse the prior denial of recertification eligibility and grant recertification, the Executive Director shall forward the appellant's entire recertification application and appeal documentation to the Standards Hearing Committee for review.

The Standards Hearing Committee shall review the appeal. The scope of the Standards Hearing Committee's review is not limited to the decision prompting the appeal. The entire application for recertification is subject to review. At any time during its review of the appeal, the Standards Hearing Committee may request additional information. Following its review, the Standards Hearing Committee shall make any of the following determinations:

1. That the adverse decision was correct and is affirmed;
2. That the adverse decision of the staff is affirmed, but the basis for the adverse decision is modified by the Standards Hearing Committee;
3. That the adverse decision was not correct and that the appellant is recertified.

Within six weeks of the decision of the Standards Hearing Committee, NCTRC staff shall advise the appellant in writing of the Standards Hearing Committee's final decision regarding the appeal. The written notice shall describe specifically the decision of the Standards Hearing Committee, as well as any findings by the Committee modifying the appellant's recertification credits.

#### **Final Appeal to the NCTRC Board of Directors**

A final appeal to the NCTRC Board of Directors is only available for decisions of the Standards Hearing Committee which are alleged to have been rendered in an arbitrary and capricious manner. No other grounds for appeal is available. All decisions by the Standards Hearing Committee, which are not alleged to be or proven to be arbitrary and capricious, are final. The appellant may appeal any decision of the Standards Hearing Committee which is alleged to have been rendered in an arbitrary and capricious manner to the NCTRC Board of Directors by submitting a written appeals statement along with the \$25.00 appeals filing fee within 30 days of receipt of the decision of the Standards Hearing Committee. NCTRC may file a written

response to the appeal to the Board of Directors. The NCTRC Board of Directors, by majority vote, shall render a decision on the record, without oral hearing, although additional written documentation may be submitted to support or refute the allegation of arbitrary and capricious decision-making by the Standards Hearing Committee. The decision of the NCTRC Board of Directors shall be rendered in writing. The decision of the Board of Directors shall be final. The decision of the Board of Directors shall be transmitted to the individual by certified mail, return receipt requested or other verifiable method of delivery.

## NCTRC FEES AND POLICIES

1. NCTRC certification fees are established by the Board of Directors and subject to change without notice. The current fees are effective as of August 2017.
2. The required fees must accompany each NCTRC application or the application will be returned.
3. Individuals may pay fees by credit card, personal check, money order, or cashier's check. Do not send cash. All checks should be made payable to "NCTRC".
4. Write your full name, address and certification ID on each check, money order, or cashier's check.
5. If you pay by credit card, it is your responsibility to assure payment of the fee. If the credit card information you have submitted is rejected, you will be assessed \$20.00 for the rejected credit card. The subsequent payment must be submitted by either money order or cashier's check.
6. If you pay by personal check, it is your responsibility to assure payment of the fee until the check has cleared the bank. If a personal check is returned by a bank for any reason, the individual will be assessed \$50.00 for the returned personal check, plus the amount of the check. If a personal check is returned for any reason, the review of the application will be discontinued until such time as all fees have been received by NCTRC. Once an application is delayed because of a returned check, the date of receipt is set by the time all fees are paid and held for the next exam review deadline.
7. All fees must be in U.S. dollars. If an individual resides outside of the U.S., the fees must be sent by credit card, money order or cashier's check in U.S. dollars made payable to NCTRC. There is an additional fee of \$25.00 U.S. dollars for submitting a check or money order drawn on a foreign bank. Postal Money orders will not be accepted from foreign countries.
8. Each applicant or exam registrant must submit individual payment for fees. Checks payable for more than one applicant will not be accepted.
9. All certification review fees paid to NCTRC are non-refundable, regardless of review decision or withdrawal of the application during the review process. A processing fee will be charged if the applicant requests to have their application returned prior to the review. The exam fee will be refunded if the applicant is not approved to sit for the exam. Please review the certification standards for further exam information and instructions regarding withdrawals and exam cancellations.

**NCTRC CERTIFICATION FEE SCHEDULE: ALL CERTIFICATION REVIEW FEES PAID TO NCTRC ARE NON-REFUNDABLE**

New Application for Professional Eligibility*	\$100.00
New Application Prior to Degree Review fee*	\$125.00
Returned application processing fee	\$25.00
Pre Application Coursework Review fee	\$35.00
Continuing Education Approval Process Review fee	\$35.00
Exam Registration Fee*	\$325.00
Exam Reschedule Fee	\$25.00
Annual Fee to Maintain Professional Eligibility	\$80.00
Professional Eligibility Reinstatement Fee	\$25.00
CTRS Annual Renewal Fee	\$80.00
Reentry Application	\$80.00
Specialty Certification Fees:	
• Initial Application Fee	\$100.00
• Annual Renewal Fee	\$20.00

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• Recertification Fee	\$50.00
CTRS Reinstatement Fee	\$25.00
CTRS Recertification Document Return Fee	\$15.00
CTRS Recertification Fee	\$25.00
CTRS Replacement Pin	\$10.00
CTRS Replacement Certificate	\$10.00
Fee for Bank Checks from Foreign Countries	\$25.00
Fee for Returned Check	\$50.00
Fee for Rejected Credit Card	\$20.00

\*Notes: The total fee for new applicants applying for professional eligibility and exam registration is \$425.00. If you apply for eligibility prior to degree completion, the total fee required is \$450.00.