

CTRS RECERTIFICATION AUDIT APPLICATION

Audit Instructions: Please complete the following information according to the continuing education you obtained within the past 5 years.

Full Name: _____

Certification ID #: _____ Recertification Due Date: _____

Would you like your continuing education materials returned? Yes No
 If Yes, please submit a check, money order or fill out the credit card information for \$15.00.

Visa MasterCard American Express

Name as it appears on card: _____

Card Number: _____

Expiration Date: __ __ / __ __

By signing below I do hereby authorize NCTRC to charge \$ _____ to the above Visa/MasterCard/American Express Account

Signature (required): _____ Date: _____

Job Analysis Knowledge Codes:

- FKW Foundational Knowledge
- ASP Assessment Process
- DOC Documentation
- IMP Implementation
- ADM Administration of TR/RT Service
- ADV Advancement of the Profession

Please consult the NCTRC Certification Standards, Part V: NCTRC National Job Analysis for further explanation of the codes.

Title	Sponsor	Date	Knowledge Code	CEU's/ Hours Attended	NCTRC Use Only

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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	# of Credits	Knowledge Code	Hours Credit	NCTRC Use Only

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, presentations, and internship supervision.

Professional book = 25 hrs	Refereed journal Article = 15 hrs	Research abstract or proceeding = 5 Hours
Masters or doctoral thesis = 20 hrs	Published book review = 10 hrs	Non-refereed article = 5 Hours
Published editor of book = 15 hrs	Internship Supervision credit = 5 hrs	Professional newsletter article = 2 Hours
Authoring professional book chapter = 15 hrs	Editorial review of journal article = 5 hrs	

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

PROFESSIONAL PRESENTATION AND POSTER PRESENTATIONS

Presentations 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, presentations, and internship supervision.

Title of Session/Presentation	Date	Sponsoring Group	Length of Session (hours)	Knowledge Code	Hours Credit	NCTRC Use Only

INTERNSHIP SUPERVISION

Award 5 hours of credit per internship supervision for a maximum of 10 credits. Submission of NCTRC Internship Supervision Continuing Education Form is required. No more than 25 hours can be earned in the area of publications, presentations, and internship supervision.

Student Name	Agency	Date Completed	NCTRC Use Only