



16 Squadron Blvd, Suite 101 ♦ New City, New York 10956 ♦ (845) 639-1439

www.NCTRC.org

Fax ♦ (845) 639-1471

### NCTRC Continuing Education Organizational Pre-approval Program Application

The NCTRC Continuing Education Organizational Pre-approval Program provides for advance approval of professionally sponsored continuing education programs offered by therapeutic recreation (TR) organizations and non-TR organizations. The purpose of the CE Organizational Pre-approval Program is to enhance the opportunities for Certified Therapeutic Recreation Specialists (CTRS) to engage in professional training and education to assure continuing competence in the practice of recreational therapy. NCTRC provides CE pre-approval of educational session content that is directly related to the NCTRC Job Analysis Knowledge Areas. Sponsors of continuing education programs seeking NCTRC pre-approval must adhere to the following conditions:

1. All organizations seeking NCTRC CE Organizational Pre-approval must verify adherence to the International Association for Continuing Education and Training (IACET) Standards (2013 Edition).
2. Submit a completed CE Organizational Pre-approval Application Session Proposal form for each educational session at least four weeks prior to the continuing education event.
3. Pre-approved CE session content will not be reviewed after a continuing education opportunity has been already conducted.
4. Submit the appropriate fee for the entire review process and the number of sessions based upon a \$25.00 administrative fee and \$10.00 for each submitted session. All fees must be in U.S. funds and in one single payment.
5. Prior to NCTRC official approval, organizations may post the following statement:  
*“NCTRC CE Pre-approval pending: all sessions may not have been approved by NCTRC”*
6. Upon final NCTRC official approval, organizations may post the following statement:  
*“This session content is CE Pre-Approved by NCTRC”.*
7. Pre-approved CE session content will be valid for one (1) year for repeat trainings and workshops. Session title and content must be identical to qualify for extended pre-approval.

#### Applicant Contact Information

Organization Name:

Organizational Contact:

Address:

City:

State:

Zip:

Phone number:

e-mail:

CE Provider: \_\_\_\_\_

I attest to have completed a full review of the IACET standards for the attached continuing education event. I understand that if any information submitted is found to be false, the event session content will not be approved by NCTRC and this agreement will become null and void.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NCTRC Continuing Education  
Organizational Pre-approval Program Application  
Session Proposal**

**Program Title:** \_\_\_\_\_

**Program Dates:** \_\_\_\_\_

Please complete a separate proposal for each individual session offered.

**Title of Session:** (Descriptive of content; relate to NCTRC Job Analysis; 20 words or less)

\_\_\_\_\_

**Session Description:** (Descriptive of content; relate to NCTRC Job Analysis; 150 words or less)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Length of Session:** \_\_\_\_\_

**Learning Outcomes:** (Provide measurable learning outcomes for each session; provide NCTRC JA code)

- 1.
- 2.
- 3.

**Session Outline:** (Provide a detailed session outline of content and methodology)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this session content be offered as a repeat continuing education opportunity during the coming year?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

**NCTRC Decision:**

\_\_\_\_\_ Session Approved: The session may be designated on program as *“This session content is CE Pre-Approved by NCTRC”*.

\_\_\_\_\_ Session Approved: (encourage speaker to make noted changes) The session may be designated on program as *“This session content is CE Pre-Approved by NCTRC”*.

\_\_\_\_\_ Session Denied: The session may be open to attendees, however the program must indicate *“This session content is NOT CE Pre-Approved by NCTRC”*. This decision may be appealed with the submission of a modified proposal.

**Amount of Continuing Education session content approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_