

CTRS[®] Recertification



NCTRC | Recertification

Record of Continuing Education

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

NCTRC offers early confirmation of previously earned continuing education hours prior to the submission of a formal recertification application. The application form for this early approval process is available at www.NCTRC.org under Standards and Publications.

Important Information

Please consult the NCTRC Certification Standards for a complete set of the current NCTRC recertification guidelines. Visit www.NCTRC.org to view or download a copy of the NCTRC Certification Standards or contact NCTRC at (845) 639-1439. The Certification Standards contain all of the information you need regarding recertification, exam information, and application forms. NCTRC is available to assist you with your recertification. Please contact us if you have any questions.

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
- Internship Supervision

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 Hours and Work Experience

Category	Description	Acceptable Proof For Hours
Therapeutic Recreation Continuing Education Programs from Conferences & Workshops	Programs, courses, symposia with therapeutic recreation content directly related to Job Analysis Knowledge Areas. Examples of continuing education sources include: hospital/agency education, teleconferences/ audio seminars, home study and on-line programs.	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.
Academic Credit Courses	Academic courses offered by an accredited educational institution. On-line and correspondence courses are also acceptable. 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. Coursework can be audited (8 hours per academic credit) or taken for credit (15 hours per academic credit).
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 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).
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 two continuing education hours. Submit evidence of presentation (program announcement, brochure and letter confirming the presentation was completed).
Internship Supervision*	Credit awarded for supervision of competency-based internship.	Copy of NCTRC Internship Supervision Continuing Education Form.
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 hours in Publications, Presentations, Poster Presentations and Internship Supervision will be allowed toward recertification requirements.

NCTRC Job Task Domains and Areas for CTRS Recertification*

Professional Relationships and Responsibilities

1. Establish/maintain effective working relationships
2. Create/maintain safe/therapeutic environment
3. Maintain CTRS/required state credential(s)
4. Participate in in-service training/staff development
5. Maintain knowledge of current TR/RT trends
6. Enhance professional competence/additional credentials
7. Enhance professional competence
8. Support evidence-based practices
9. Adhere to professional SOP and code of ethics
10. Participate in quality improvement process
11. Participate in agency/professional committees

Assessment

12. Request/secure referrals/orders
13. Obtain/review pertinent information
14. Select/develop assessment methods/setting
15. Establish therapeutic relationship
16. Conduct assessments
17. Analyze/interpret results
18. Integrate/record/disseminate results

Plan Interventions and/or Programs

19. Discuss results of assessment
20. Develop/document intervention plan
21. Develop/select interventions/approaches
22. Develop/select protocols
23. Utilize activity/task analysis
24. Select modifications/assistive technology

Implement Interventions and/or Programs

25. Explain purpose/outcomes of the intervention/program
26. Implement individual/group session(s)
27. Use leadership/facilitation/adaptation techniques
28. Monitor/address safety
29. Observe response to intervention/program
30. Monitor effectiveness of intervention/program

Evaluate Outcomes of the Interventions and/or Programs

31. Evaluate changes in functioning
32. Determine effectiveness of individual intervention plan
33. Revise individualized intervention plan
34. Evaluate for additional/alternative/discharge of services

35. Determine effectiveness of protocols/programs

Document Intervention Services

36. Document participation/adherence to intervention
37. Document behavioral observations
38. Document risk management
39. Document protocols/modalities
40. Document program effectiveness

Treatment Teams and/or Service Providers

41. Identify the treatment team/community partners
42. Provide information to team/community partners
43. Communicate information
44. Coordinate/integrate intervention plan
45. Develop/provide collaborative services

Develop and Maintain Programs

46. Maintain equipment/supply inventory
47. Plan/coordinate support services
48. Maintain program budget/expense records
49. Develop/distribute schedules
50. Identify funding sources

51. Conduct needs assessment
52. Conduct ongoing program evaluation
53. Follow risk management practices

Manage TR/RT Services

54. Comply with standards/regulations
55. Prepare/update written plan of operation
56. Confirm programs are consistent with agency mission
57. Recruit/train/educate/supervise/evaluate staff
58. Provide staff development/mentorship
59. Develop/implement internship program
60. Prepare/implement/evaluate annual budget
61. Support research programs/projects
62. Develop/conduct quality improvement plan
63. Write summary reports of TR/RT services
64. Identify/obtain/manage supplemental funding

Awareness and Advocacy

65. Establish/maintain network with organizations/advocates
66. Advocate for rights of person(s) served
67. Provide education to internal/external stakeholders
68. Promote marketing/public relations
69. Monitor legislative/regulatory changes

CTRS Recertification Record of Continuing Education Hours (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

Publications

Articles, editorials, professional editing textbooks, etc., that relate to therapeutic recreation. **No more than 25 hours can be earned in Publications, Presentations, and Internship Supervision.**

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

Professional Presentations and Posters

Presentations made at professional conferences, workshops or programs. Each 60 minutes of lecture equals two hours. Credit will not be given for repeat or multiple delivery of the same presentation/lecture. **No more than 25 hours can be earned in Publications, Presentations, and Internship Supervision.**

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

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 Publications, Presentations, and Internship Supervision.

Student Name	Agency	Date Completed



**National Council for
Therapeutic Recreation
Certification®**

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



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

"NCTRC®", "National Council for Therapeutic Recreation Certification®", "CTRS®", and "Certified Therapeutic Recreation Specialist®" are the registered trademarks of the National Council for Therapeutic Recreation Certification. Unauthorized use of any NCTRC trademark or confusingly similar mark is strictly prohibited. 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.

©2015 National Council for Therapeutic Recreation Certification® All rights reserved.
 Copying and distribution in any medium is strictly prohibited without prior NCTRC® written consent.