



NCTRC Email Notification Application -Policy and Application-

Individuals/organizations may request that NCTRC distribute information directly related to continuing education opportunities, professional practice issues, informal research surveys, or important developments that directly affect the CTRS professional and TR/RT Practice. The request for distribution of materials related to formal research projects or academic thesis studies must be submitted via the *NCTRC Research Email Notification*. This policy outline and attached application provide the necessary information and procedures required to initiate the request for an email distribution of materials.

Note: NCTRC does not distribute generic information from commercial vendors.

Procedures:

1. The email distribution available for purchase includes only CTRS certificants who have consented to the release of their contact information.
2. The application and signed agreement should be received by NCTRC at least thirty (30) days before the actual date of the expected email distribution.
3. NCTRC does not release the actual email addresses of CTRSs. Rather, NCTRC distributes an email message to CTRSs containing a link to the host provider's website. The email distribution sent via the NCTRC system will include the following statement from NCTRC:
NCTRC has been requested by (name of requestor/organization) to provide you with the following link: (insert link)
4. The organization requesting the email distribution must be a recognized CE provider, or therapeutic recreation professional organization at the national, regional, state or local level.
5. Unless noted in the continuing education document, NCTRC has not reviewed or approved the content of these materials, and does not endorse or sponsor any of the activities of this organization.
6. The application will not be processed unless all required website links and appropriate fees are received by NCTRC along with the signed Licensing Agreement. Please note that NCTRC shall maintain final approval of all requests for the email distribution and reserves the right to withhold distribution of material to protect the interests of NCTRC and/or NCTRC's certificants. Please allow up to four (4) weeks for the application to be processed.

NCTRC Email Notification Application

Please provide the following information in order to process the application in a timely manner:

Organization Name: _____

Contact Person: _____

Full Street Address: _____

City: _____

State/Province: _____ Zip Code/Postal Code: _____ Country: _____

Daytime Phone: (____) _____ Fax Phone: (____) _____

Email Address: _____

A. Please explain the purpose for requesting the email distribution (i.e., the exact nature of educational information or professional material to be emailed to certificants). Attach additional sheets as necessary.

B. Please list the web link below.

C. Please send the email distribution to: (select option below)

All active CTRs currently on the NCTRC registry

All active CTRs from the following states/provinces: _____

D. Email NCTRC (nctrc@nctrc.org) for current number of CTRs per individual states or provinces.

Please check the appropriate box to determine fee.

Amount

Fee

1 – 100 emails \$12.50

101 – 500 emails \$25.00

501 – 1000 emails \$50.00

1000 + emails \$50.00/1000 emails (For example: 5,000 emails would equal \$250.00)

Fee for First Email Blast: _____ Date Requested for First Email Blast: _____

Second Email Blast: A second email blast may be ordered at a rate of 25% of the original email blast within the same certification cycle. Please check with the office for details. There is a limit of two email blasts per order.

Fee for Second Email Blast: _____ Date Requested for Second Email Blast: _____

E. **Payment Options:** NCTRC accepts Credit Cards, Checks and Money Orders (payable to NCTRC in US Funds).

Please indicate the appropriate selection: Check Money Order Credit Card

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 listed credit card

Signature (required): _____ Date: _____

Licensing Agreement

By signing below, you agree that you are authorized to enter into this Licensing Agreement on behalf of your organization. You further agree to indemnify NCTRC for NCTRC's cost and expenses (including, but not limited to, attorney's fees, costs and damages) to enforce this NCTRC email Licensing Agreement if you and/or your organization violate the terms of this Agreement.

Signature (required): _____ Date: _____