NCTRC Professional Eligibility Application

For CTRS® Credentialing

National Council for Therapeutic Recreation Certification®

Protecting and Promoting Since 1981
What you will need

• This web address: nctrc.org

• Academic Transcripts
  Submission of actual transcripts to NCTRC
  Unofficial online transcript for referencing purposes

• Form of payment for application fee
# Application Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application for Professional Eligibility Review Fee*</td>
<td>$100.00</td>
</tr>
<tr>
<td>New Application Prior to Degree Review Fee†</td>
<td>$125.00</td>
</tr>
<tr>
<td>Returned Application Processing Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pre-Application Coursework Review Fee</td>
<td>$35.00</td>
</tr>
<tr>
<td>Exam Registration Fee*</td>
<td>$325.00</td>
</tr>
<tr>
<td>Exam Reschedule Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Annual Fee to Maintain Professional Eligibility</td>
<td>$80.00</td>
</tr>
<tr>
<td><em>(required after 1 year of Professional Eligibility)</em></td>
<td></td>
</tr>
<tr>
<td>Professional Eligibility Reinstatement Fee</td>
<td>$25.00</td>
</tr>
<tr>
<td>Fee for Bank Checks From Foreign Countries</td>
<td>$25.00</td>
</tr>
<tr>
<td>Fee for Returned Check</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fee for Rejected Credit Card</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

*The required fees must accompany each NCTRC application or the application will be returned. 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. All certification review fees paid to NCTRC are nonrefundable, regardless of review decision or withdrawal of the application during the review process.

2. Select CTRS Certification to start the application process.
1. At the bottom of this page, you can select **Choose your path to certification** if you are interested in learning about other ways to become certified. Otherwise, you will be applying through the academic path and can select **Create your Login**.

Click here to see a list of requirements to apply through the academic path.
1. Select New Customer? Click here and follow the prompts for personal information.

Thank you for your patience as NCTRC finalizes the upgrades to its online systems so that we may better serve you.

In order to access the new system, all previous users of MY NCTRC LOGIN need to select New Customer? Click here in the Login box above.
Welcome to your NCTRC online profile!

Update contact information, complete applications and track your certification cycle here!

- My Picture (Upload a picture)
- My Profile
- Applications to become a CTRS
  - Pre-Coursework Review (OPTIONAL PROCESS)
  - Professional Eligibility Application (New Applicants ONLY)
  - CTRS Exam During Professional Eligibility
- Applications for the CTRS
  - Continuing Education Approval Process (OPTIONAL PROCESS)
  - Recertification - Education and Work Experience
  - CTRS Reentry
- Communication Preferences
- Invoice History
- CTRS Verification Lookup - Certification Directory
- Email Summary
- Name Change
- Change Password
- Log Off

If you have questions, please email nctrc@nctrc.org

1. At the bottom of this page, select Professional Eligibility Application (New Applicants ONLY) to begin the application process.

OR

Select CTRS Exam During Professional Eligibility if you need to retake the exam during your professional eligibility cycle.

1. After selecting Professional Eligibility Application (New Applicants ONLY) select Create New Application.
1. If you are still completing either an internship, or degree, or both, select Academic Path Degree and Internship Pending.

OR

If you apply after your internship, you will be applying through and selecting the Academic Path.
1. Answer these questions as appropriate.

Eligibility Questions

1. Do you have a disabling condition or addiction to any substance that could impair competent and objective professional performance of therapeutic recreation services and/or jeopardize public health and safety?**

   Select One

   A “YES” response requires supporting documentation relevant to your response.

   Please upload documentation

   #1 Documentation

   Choose file, no file selected

2. Have you ever been subject to an investigation or disciplinary action by a health care organization, professional association, governmental entity or regulatory or licensing agency or authority?**

   Select One

   A “YES” response requires supporting documentation relevant to your response.

   Please upload documentation

   #2 Documentation

   Choose file, no file selected

3. Have you ever been convicted, found or entered a plea of guilty or no contest, or are you presently being investigated or charged with any felony or misdemeanor directly relating to therapeutic recreation services or public health and safety?**

   Select One

   A “YES” response requires supporting documentation relevant to your response.

   Please upload documentation

   #3 Documentation

   Choose file, no file selected

Declarations

NCTRC agrees to process your application subject to your agreement to the following terms and conditions. 1. To be bound by and in compliance with all NCTRC Certification Standards and rules. 2. To authorize NCTRC to disclose, publish and/or release, in the sole discretion of NCTRC, any information regarding your certification or recertification application or status and any final or pending disciplinary decisions. 3. To waive any claims against, and release from all liability, NCTRC, its officers, directors, employees, committee members, and agents, arising out of NCTRC’s review of your application, or eligibility for certification, renewal, recertification or reinstatement, conduct of the examination, or issuance of a sanction or other decision. 4. To only provide information in your application to NCTRC that is true and accurate to the best of your knowledge. 5. To abide by all NCTRC testing conditions as published from time to time.*

☐ Yes

I acknowledge and affirm that I have carefully read and understood NCTRC’s standards, rules and requirements and that I agree to abide by these terms and to be bound by all of the provisions of the Declarations above.

[Buttons: SAVE, RESET]
1. Select **Academic** if you are applying after your internship.

**OR**

Select **Academic Prior to Degree Completion** if you are applying before/during your internship.

2. Select **Save** once you have chosen the appropriate options.
This page lists the requirements for applying through the academic path.

1. Select **Next**.
This page is where your degree audit/unofficial transcript becomes useful.

1. Select Add to add class work.

[Click here](#) to see NCTRC's definition of related RT coursework.
1. Select Therapeutic Recreation/Recreation Therapy.

2. Select Next.
You must complete one of these entry forms for each RT course you have COMPLETED (NO “in progress” courses).

1. Enter Estimated Course End Date.

2. For Title of Course enter the actual title AND course abbreviation/number, for example “Foundations of Recreational Therapy/RTH 200”.

3. After completing the entry form, select Next.

Remember: You will need to complete one entry form per course.
Once you have completed all entry forms for each completed RT course, your summary page should look similar to this.

1. After completing the entire entry form, select Next.
This entry form is identical to Required TR/RT Coursework, except for this dropdown menu.

1. Select the appropriate option and complete the entry form as before.

   Humanities/Social sciences will be different for everyone—P1 (social sciences) OR P4 (humanities) on your Degree Audit fulfills this requirement.

2. After completing the entire entry form, select Next.

Click here to see NCTRC's definition of related RT coursework.
1. Select Add to list the Supportive Course you would like to have reviewed.
2. Provide the Estimated Course End Date of when the course was completed. (Only completed courses posted on official transcripts may be reviewed.)
3. List the Title of Course.
4. If the course does not give a clear indication of content by title alone, please Upload an electronic copy of the syllabus so that NCTRC may review the course content.
5. Select Save.
6. If you have more than one course you would like reviewed, please Add each additional course.
7. Once you have included all the coursework you would like reviewed, please select Next.

- If you need to make any changes to your coursework, please select Edit
- If you do not want course to be reviewed, please select Delete
- If you would like to include any additional information, please make a note in Comments

Summary

Supportive Coursework

<table>
<thead>
<tr>
<th></th>
<th>Edit</th>
<th>Delete</th>
<th>Comments</th>
<th>Title of Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supportive Coursework &gt; Abnormal Psychology</td>
<td>![Checkmark]</td>
<td>![X]</td>
<td>![Comments]</td>
<td>Abnormal Psychology/PSY 470</td>
</tr>
<tr>
<td>Supportive Coursework &gt; Anatomy &amp; Physiology</td>
<td>![Checkmark]</td>
<td>![X]</td>
<td>![Comments]</td>
<td>Human Anatomy-Physiology/BIOL 282</td>
</tr>
<tr>
<td>Supportive Coursework &gt; Anatomy &amp; Physiology</td>
<td>![Checkmark]</td>
<td>![X]</td>
<td>![Comments]</td>
<td>Human Anatomy-Physiology/BIOL 291</td>
</tr>
<tr>
<td>Supportive Coursework &gt; Human Growth &amp; Development</td>
<td>![Checkmark]</td>
<td>![X]</td>
<td>![Comments]</td>
<td>Survey of Human Development/COUN 325</td>
</tr>
<tr>
<td>Supportive Coursework &gt; Humanities &amp; Social Sciences</td>
<td>![Checkmark]</td>
<td>![X]</td>
<td>![Comments]</td>
<td>Biomedical Ethics and Social Justice/FMR 332</td>
</tr>
</tbody>
</table>
1. Select Add.

1. Select Add to list your Academic Degree, Academic Major and Degree Awarded Date
2. Select Save
3. Once you have included your degree information, please select Next

- If you need to make any changes to your degree information, please select Edit
- If you want to remove your degree information, please select Delete
- If you would like to include any additional information, please make a note in Comments

Summary

No Academic Degree records were found.

Academic Degree

No Academic Degree records were found.

Next
1. Select the appropriate Academic Degree and Type options.
1. Select the appropriate Graduation option.

2. Select Next.
1. For Degree Awarded Date, enter your anticipated graduation date.

2. Select the appropriate College/University.

3. Select Next.
1. Select 0 Comments and Add New Comment to add new a comment.
1. Add your Comment.

2. Select Save.

Academic Degree Summary page showing your comment.
1. Select **Add** to list your Internship experience.
2. Include the **Internship Start and End Dates** if you have completed your experience.
3. Include the hours you completed each week during your experience. If a range of hours were completed each week, please upload a copy of your internship time logs for the review.
4. Select your exposure level to each area of the NCTRC National Job Analysis Job Tasks.
5. Select **Save**.
   - If you need to make any changes to your coursework, please select **Edit**.
   - If you do not want your internship to be reviewed, please select **Delete**.
   - If you would like to include any additional information, please make a note in **Comments**.

**Summary**

- No internship records were found.

**Internship**

- No internship records were found.
1. Select Internship.

2. Complete the internship form as you receive the required information/complete your information.
1. Complete the internship form as you receive the required information/complete your information.
Complete the National Job Analysis Task Areas form as you receive the required information/complete your information.
1. If the internship is in progress or has not been initiated, this section does not need to be completed. Once your internship is complete, you may enter the internship information under Internship and CTRS Agency / Academic Supervisor.

2. Select CTRS Agency / Academic Supervisor if the internship entry form is incomplete, but you are ready to move on with the application.

3. Select Add New.

You will do this twice, once for your academic supervisor and once for your internship supervisor. Be sure to note which is the agency and which is the academic supervisor.
1. Select **Select CTRS Supervisor**.

2. Type the last name of your academic supervisor or internship supervisor.

3. Select the appropriate supervisor.

4. Select **Relationship Type**.

5. Select **Save**.

Remember: You must do this twice, once for each supervisor.
The Status tab is a summary of your progress on the entire application.
1. Once your application is complete, select Yes to confirm that you are ready to submit.
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<tr>
<th>Instructions</th>
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<tbody>
<tr>
<td>Eligibility and Declarations</td>
</tr>
<tr>
<td>Select Path</td>
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<tr>
<td>Requirements - Academic Prior to Degree Path</td>
</tr>
<tr>
<td>Required TR/RT Coursework</td>
</tr>
<tr>
<td>Supportive Coursework</td>
</tr>
<tr>
<td>Academic Degree</td>
</tr>
<tr>
<td>Internship</td>
</tr>
<tr>
<td>CTRIS Agency / Academic Supervisor</td>
</tr>
<tr>
<td>Completion Confirmation</td>
</tr>
</tbody>
</table>

It looks like you are almost done with completing the Professional Eligibility Application. Please verify the information you have entered and select Submit > Checkout and Make Payment.
1. Complete the entire payment information form and select **Next** to submit your application.
Congratulations, you have completed your NCTRC Professional Eligibility Application.

Please note that the application review process can take up to 4 weeks. NCTRC will email you regarding the status of your application.

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