



## Report a CTRS® Disciplinary Issue to NCTRC®

National Council for Therapeutic Recreation Certification® (NCTRC) is committed to the safe and ethical provision of recreational therapy services to all consumers by Certified Therapeutic Recreation Specialists® (CTRSs). All instances of professional misconduct should be directly reported to NCTRC for immediate review and follow-up.

### Reporting Process

- Alleged violations of the NCTRC Certification Standards must be submitted in writing to the NCTRC Executive Director.
- The report should identify the person(s) alleged to be involved, including full name, contact information (phone number, email, mailing address), and certification number (if known).
- The written report should also include facts concerning the alleged conduct in as much detail and specificity as possible.
- The allegations should identify by name, address, email, and telephone number the person making the information known to NCTRC.
- The report should include name and contact information of any others who may have knowledge of the facts and circumstances concerning the alleged conduct.
- Submit/attach pertinent documentation related to the misconduct and/or disciplinary issue(s) as part of the report.

Upon receipt and review of the report, the NCTRC Executive Director may request additional information relating to the allegations.

Please review the NCTRC Certification Standards for further information on the NCTRC process for review of complaints/allegations, notice & investigation procedures, grounds for issuing sanctions, and rendering of decisions.

Questions or to report a disciplinary issue to NCTRC - please contact the NCTRC office at 845-639-1439, or email [nctrc@nctrc.org](mailto:nctrc@nctrc.org).

National Council for Therapeutic Recreation Certification®  
*Protecting and Promoting Since 1981*