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National Council for Therapeutic Recreation Certification® (NCTRC®)

**Information for the Certified Therapeutic Recreation Specialist®
And New Applicants**

Certification Standards
**Part I: Information for
New Applicants**



The National Council for Therapeutic Recreation Certification®, NCTRC® and the Certified Therapeutic Recreation Specialist® (CTRS®) credential are accredited by the National Commission for Certifying Agencies (NCCA).

7 Elmwood Drive, New City, New York 10956

Phone: 845.639.1439 • Fax: 845.639.1471

www.NCTRC.org

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Preface

This booklet is from the complete *NCTRC Certification Standards: Part I- Information for New Applicants*. Materials included focus on the Prerequisites for Certification, Eligibility Requirements and Exam Information.

There are four other booklets which make up the complete set of *NCTRC Certification Standards*. The booklets were created to provide specific information for various users of the NCTRC Certification Standards. The other parts are:

- ❑ **Part II: Exam Information**
- ❑ **Part III: Recertification and Reentry**
- ❑ **Part IV: NCTRC Disciplinary Standards and Process**
- ❑ **Part V: NCTRC National Job Analysis**

All candidates for NCTRC certification and CTRS certificants are responsible for reading and understanding the complete *NCTRC Certification Standards*. These booklets were designed as an additional aide to specific areas of standards and application processes.

NCTRC's Certification Standards are updated periodically. Candidates are responsible for making sure they have the most current information and that they meet the current standards when they apply for certification. The most current *NCTRC Certification Standards* can be found at www.NCTRC.org. **The date of this publication is January 2012.**

NCTRC NONDISCRIMINATION POLICY

It is the policy of NCTRC, its Board of Directors, committee members, and staff to comply with all applicable laws, which prohibit discrimination in employment or service provision because of a person's race, color, religion, gender, age, disability, national origin, or because of any other protected characteristic.

NCTRC TRADEMARK NOTICE

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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.

NCTRC CONFIDENTIALITY POLICY

NCTRC does not release names and contact information on record to individuals and/or organizations for educational and/or research purposes without the expressed written permission of the applicant/certificant. When the release is authorized, the names and addresses are printed on mailing labels as requested by organizations sponsoring educational programs, conferences and special research studies.

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Introduction

The National Council for Therapeutic Recreation Certification® (NCTRC®) encourages applications from all qualified individuals interested in becoming a Certified Therapeutic Recreation Specialist. While NCTRC cannot warrant an individual's abilities in professional practice, certification will help identify the individual who possesses the necessary knowledge for competent practice in therapeutic recreation.

Please read this booklet of *NCTRC Certification Standards* thoroughly. If you have any questions about the NCTRC certification process or the information contained in the *NCTRC Certification Standards*, please contact NCTRC at (845) 639-1439. NCTRC's national office is open Monday through Friday from 9:00 a.m. to 5:00 p.m. eastern time. Internet access is available at www.NCTRC.org or send an email to nctrc@NCTRC.org.

Application Deadlines:

Applications for Professional Eligibility are accepted throughout the year; however, there are deadlines for filing applications for Professional Eligibility before each exam. The NCTRC Exam is offered three times a year during a five (5) day testing window for the months of January, May and October. The following list provides the scheduled deadlines and exam dates for the next series of test administrations:

- February 1 for the May exam
- July 1 for the October exam
- October 1 for the January exam

Applicants must gain NCTRC eligibility to be seated for the NCTRC exam. Eligibility is valid for five years from the date of issue provided the individual files an annual maintenance application and fee. The Professional Eligibility Annual Maintenance Application and fee must be postmarked to NCTRC by the required issued date (May 1 or November 1) or the professional eligibility will become inactive. Applicants with inactive status will need to reinstate their professional eligibility prior to registering for the NCTRC exam. Reinstatement to active professional eligibility status can be achieved at any time during the five-year professional eligibility cycle by paying the current reinstatement fee plus any delinquent annual maintenance fees. Reinstatement to active status may not occur following expiration of the five-year eligibility cycle. Professionally eligible applicants must pass the exam to receive the CTRS credential.

Please be certain to submit a completed application. If your application is incomplete it will be returned to you and your requested test date may be postponed until the next available test period. Send all application materials to NCTRC by return-receipt mail. All materials submitted to NCTRC as part of the Professional Eligibility Application process will become the property of NCTRC and cannot be returned. A processing fee will be charged if the applicant requests to have his/her application returned prior to the review process. Candidates should retain a copy of the Professional Eligibility Application and all materials sent to NCTRC.

Please keep address and telephone information current throughout your application process. To change an address or day-time phone number send a letter, email or fax to NCTRC with the updated address/phone information and include your social security number on all correspondence.

Prerequisites

GENERAL

NCTRC's voluntary credentialing program evaluates the educational and experiential qualifications of therapeutic recreation professionals. As a condition of eligibility for NCTRC certification and recertification, each candidate agrees to the following:

- ***To Comply with ALL NCTRC Standards, Policies and Procedures.*** NCTRC may deny certification or recertification, revoke certification or recertification, or issue other sanctions when a candidate does not comply with any of NCTRC's *Certification Standards* including these *Prerequisites*.
- ***To Adhere to NCTRC Application and Notification Requirements.*** Each candidate for CTRS certification must truthfully complete and sign the appropriate application provided by NCTRC. Candidates and certificants must notify NCTRC in writing within sixty (60) days of any change in name, address, telephone number, and any facts bearing on eligibility, certification, recertification, or reentry. Each individual bears the burden of showing and maintaining compliance at all times. Candidates and certificants must provide NCTRC with confirmation of compliance with NCTRC requirements as requested by NCTRC. In order to confirm receipt of communication required by NCTRC, candidates should use certified mail, return receipt requested, or other verifiable method of delivery for communications to NCTRC.
- ***To Report Pending Litigation, Sanctions, and/or Criminal Convictions.*** Candidates must notify NCTRC within sixty (60) days of any civil or criminal indictment or charge pending before a state or federal regulatory agency or judicial body, including but not limited to the following actions to the extent such actions relate to therapeutic recreation or public health and safety: investigation of any civil or criminal action; filing of any civil or criminal charge; indictment or litigation; conviction; plea of guilty; plea of no contest (*nolo contendere*); or investigation or disciplinary action by a health care organization, professional organization, or other private or governmental body.
- ***To Respect the Property of NCTRC.*** The examinations, certificates, certification cards, logo, emblem, and the name "National Council for Therapeutic Recreation Certification," the designation "Certified Therapeutic Recreation Specialist," and abbreviations relating thereto are all the exclusive property of NCTRC and may not be used in any way without the express prior written consent of NCTRC. In the event of suspension, limitation, revocation, or resignation from NCTRC, or as otherwise requested by NCTRC, each individual shall immediately relinquish, refrain from using, and correct at his or her expense any outdated or other inaccurate use of NCTRC's certificate, certification card, logo, emblem, the name "NCTRC," the designation "Certified Therapeutic Recreation Specialist," "CTRS," and related abbreviations.
- ***To Authorize the Release of Information by NCTRC.*** The candidate or certificant agrees that NCTRC and its officers, directors, committee members, employees, agents, and others may communicate any and all information relating to the candidate's application, certification, and review thereof including, but not limited to, pendency or findings of violations of NCTRC's *Certification Standards*, to state and federal authorities, licensing boards, employers, other certificants, and others.
- ***To Waive Claims Against NCTRC.*** Each candidate and certificant agrees that he or she waives, releases, discharges, and exonerates NCTRC, its officers, directors, employees, committee members, panel members and agents, and any other persons authorized by NCTRC for any action taken pursuant to the NCTRC *Certification Standards* and policies and procedures from any and all claims or liability, including, but not limited to, claims or liability arising out of: (i) the furnishing or inspection of documents, records and other information; and (ii) any investigation, review, or decision regarding an application or certification made by NCTRC.

Grounds for Issuing Sanctions

NCTRC may deny certification or recertification, revoke certification or recertification, or issue other sanctions when a candidate does not comply with any of the following:

1. Ineligibility for NCTRC certification. Ineligibility includes, but is not limited to, a failure to meet any certification standard set by NCTRC;
2. Irregularity in connection with any NCTRC exam. This includes, but is not limited to, copying answers, permitting another to copy answers, falsifying information required for admission to exam, impersonating another examinee, falsifying education or credentials, or providing and/or receiving unauthorized advice about exam content before, during, or following the exam;
3. Unauthorized possession of, use of, distribution of, or access to (i) NCTRC exams, (ii) certificates, (iii) logo of NCTRC, (iv) NCTRC trademarks and abbreviations relating thereto, and (v) any other NCTRC documents and materials;
4. Obtaining or attempting to obtain certification or recertification for oneself or another by a false or misleading statement or failure to make a required statement, fraud or deceit in an application, reapplication or any other communication to NCTRC;
5. Misrepresentation of NCTRC certification;
6. Failure to provide any written information required by NCTRC;
7. Failure to provide timely update of information required by NCTRC;
8. Habitual use of alcohol or any drug or any substance, or any physical or mental condition which impairs competent and objective professional performance;
9. Gross or repeated negligence, malpractice or misconduct as evidenced by a clear violation of the ethical guidelines of the profession (as referenced in NTRS or ATRA publications);
10. Limitation or sanction, including but not limited to revocation or suspension by a health care organization, professional organization, or other private or governmental body relating to therapeutic recreation practice, public health or safety or therapeutic recreation certification;
11. Conviction of, plea of guilty to, or plea of *no contest (nolo contendere)* to a felony or misdemeanor directly relating to therapeutic recreation practice and/or public health and safety. A candidate convicted of a felony directly related to therapeutic recreation practice and/or public health and safety shall be ineligible to apply for certification or recertification for a period of three (3) years from the exhaustion of appeals, completion of probation or final release from confinement (if any), whichever is later. Convictions of this nature include but are not limited to felonies involving rape, abuse of a patient or child, actual or threatened use of a weapon, violence, and prohibited sale, distribution or possession of a controlled substance.
12. Knowingly assisting another to obtain or attempt to obtain credentialing by fraud or deception.
13. Any other violation of NCTRC Bylaws, *Certification Standards*, policy or procedure, or any other rule, standard or procedure as may be adopted by NCTRC.

NCTRC may also deny, revoke, suspend, or deem inactive the certification or recertification of any individual who has failed to pay fees required by NCTRC. A failure to pay fees required by NCTRC may result in administrative action, not governed by the procedures found in these Prerequisites. NCTRC fees are established by the Board of Directors and may be changed without prior notice.

ALLEGED VIOLATIONS OF NCTRC STANDARDS

Alleged violations of NCTRC's Certification Standards must be submitted in writing to the NCTRC Executive Director and should identify the person(s) alleged to be involved and the facts concerning the alleged conduct in as much detail and specificity as possible. The allegations should identify by name, address and telephone number the person making the information known to NCTRC and others who may have knowledge of the facts and circumstances concerning the alleged conduct.

Available documentation should also be provided to the Executive Director and the Executive Director may request additional information relating to the content or form of the allegations. If the Executive Director determines that the allegations are frivolous or fail to state a violation of NCTRC's Certification Standards, the Executive Director shall take no further action and so apprise the Board and the complainant, if any. If the Executive Director has good cause to believe that a ground for issuing sanctions may exist, the Executive Director shall transmit the allegations to the Standards Review Committee. All NCTRC certification records and the investigations of alleged violations of the NCTRC Certification Standards are kept confidential.

PROCEDURES FOR INVESTIGATION OF VIOLATIONS OF NCTRC STANDARDS

The Executive Director may deny certification or recertification or withhold permission to sit for the exam when NCTRC Certification Standards have not been met. The Executive Director shall investigate possible violations of NCTRC's Certification Standards and may request additional information or documentation. If an application for certification, renewal, recertification, or

reentry is pending at the time a violation is alleged, review of the application by staff shall be suspended until the Standards Review Committee completes its review of the alleged violation. Similarly, during any appeal to NCTRC, if there appears to be grounds for issuing sanctions the appeal shall be suspended until the Standards Review Committee completes its review of the alleged violation. Suspended applications (or appeals) shall remain suspended until the deciding Committee has authorized further action on the application (or appeal), or until expiration of what would have been the individual's period of eligibility or certification cycle. If a suspension expires, the individual must reapply, under the then existing standards and will reinitiate the disciplinary process (e.g., the application review is suspended until a deciding Committee has authorized further action). At anytime during the review of an alleged violation of NCTRC's Certification Standards, the Executive Director, the Standards Review Committee, the Standards Hearing Committee, and NCTRC may consult with NCTRC legal counsel.

SANCTIONS

Sanctions for violation of any NCTRC Certification Standards or any other NCTRC standard, policy, or procedure may include one or more of the following:

1. Denial or suspension of eligibility;
2. Revocation of certification;
3. Non-renewal of certification;
4. Reprimand;
5. Suspension of certification; and/or
6. Other corrective action.

Eligibility

NCTRC's Certification Standards are updated periodically. Candidates are responsible for making sure they have the most current information and that they meet the current standards when they apply for certification. The most current NCTRC Certification Standards can be found at www.NCTRC.org.

OVERVIEW

To be awarded the Certified Therapeutic Recreation Specialist (CTRS) credential, the candidate must meet eligibility requirements and pass a knowledge-based exam. When the candidate is awarded the CTRS credential, it is evidence that the individual, through education and experience, has met the *NCTRC Certification Standards*. The award of the CTRS credential is a limited license to use the titles "Certified Therapeutic Recreation Specialist®" and "CTRS®" subject to *NCTRC Certification Standards*.

Candidates are eligible to register for the NCTRC certification exam if they are in compliance with *NCTRC Certification Standards*, including the *Prerequisites*, and they have been found by NCTRC to meet all professional eligibility requirements through either the academic or equivalency path.

PATHS TO PROFESSIONAL CERTIFICATION AS A CTRS

There are two paths to professional certification as a CTRS: the academic path and the equivalency path. Both paths are defined below. The academic path is for individuals who have completed a baccalaureate degree or higher with a major in therapeutic recreation or a major in recreation or leisure with an option in therapeutic recreation. The equivalency path is for individuals with an earned baccalaureate degree or higher degree in any major area. Both certification paths have requirements related to: an academic degree at the bachelors level or higher, content coursework in therapeutic recreation and general recreation, supportive coursework, and experience in therapeutic recreation practice. Interpretive guidelines immediately follow the description of certification requirements for each path.

NCTRC offers a pre-approval process for coursework prior to the submission of a formal application. NCTRC's Pre-Application Coursework Review Process allows potential applicants to determine whether they meet current certification coursework requirements before submitting a formal application. This process will allow for early confirmation of coursework to individuals who are not certain if previously completed coursework will count towards NCTRC eligibility requirements. The application form is available at www.NCTRC.org under Standards and Publications.

Academic Path

The Academic Path eligibility requirements to take the CTRS exam are a baccalaureate degree or higher from an accredited college or university with a major in therapeutic recreation or a major in recreation or leisure with an option in therapeutic recreation. An official transcript must be submitted with application and verify the degree, major and coursework.

A “major in therapeutic recreation” or “major in recreation with an option in therapeutic recreation” refers to the completion of a degree which includes the following:

1. A minimum of 18 semester or 24 quarter hours of therapeutic recreation and general recreation content coursework with no less than a minimum of 12 semester or 16 quarter hours in therapeutic recreation content. A minimum of 4 courses in therapeutic recreation is required and each course must be a minimum of 3 credit hours [*Note: Two changes to this standard will go into effect 01/01/2013. See Standard Changes on page 38 for details.*]; AND
2. Supportive courses to include a total of 18 semester hours or 24 quarter hours of support coursework with a minimum of: (i) 3 semester hours or 3 quarter hours coursework in the content area of anatomy and physiology; (ii) 3 semester hours or 3 quarter hours coursework in the content area of abnormal psychology; and (iii) 3 semester hours or 3 quarter hours coursework in the content area of human growth and development across the lifespan. The remaining semester hours or quarter hours of coursework must be fulfilled in the content area of ‘human services’ as defined by NCTRC; AND
3. A minimum 480-hour, twelve (12) consecutive week field placement experience in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis under the supervision of an on-site field placement supervisor who is both NCTRC CTRS certified and meets the standards for field placement supervision. An acceptable field placement experience is one which is completed after the majority of required therapeutic recreation and general recreation coursework is completed as verified on the official transcript and the required fieldwork verification form. [*Note: A change to this standard will go into effect 01/01/2013. See Standard Changes on page 38 for details.*]

Academic Path – Application prior to degree completion

Applicants may apply for professional eligibility review after completion of the following conditions:

1. Enrollment in a degree program pertaining to Therapeutic Recreation/Recreation Therapy as defined by the current NCTRC standards.
2. Completion of a minimum of 90 credit hours toward degree attainment.
3. Completion of all required coursework other than the field placement requirement, as defined by the current NCTRC standards.
4. Submission of an official academic transcript denoting the completion of the above requirements.

Applicants completing this option of the Academic Path application process will be awarded NCTRC certification and the CTRS certificate upon demonstration of the following:

1. Successful completion the NCTRC exam.
2. Completion of a field placement experience in accordance with NCTRC Standards.
3. Academic degree attainment as documented by an official academic transcript.
4. Field Placement Verification form signed by the field placement supervisor.

EQUIVALENCY PATH REQUIREMENTS

Equivalency refers to an alternate route to certification based upon specific academic preparation and full-time, paid work experience. There are two equivalency paths to professional eligibility with NCTRC: Equivalency Path A and Equivalency Path B.

Work experience in therapeutic recreation cannot be substituted for the field placement experience requirements under the academic path. However, under both equivalency paths, full-time paid work experience is required instead of an academic field placement experience. Under Equivalency Path A, five years of full-time paid work experience is required. Under Equivalency Path B, one year of full-time paid work experience under the supervision of a CTRS is required.

In order for full-time work experience to be accepted under the equivalency paths, the job title and duties must be full-time in therapeutic recreation as defined by the current NCTRC Job Analysis. Full-time work experience is defined as between 32 to 40 hours per week. Part-time work experience in a permanent employment position in therapeutic recreation practice will be accepted as long as it is between 20 to 31 hours per week. If the part-time experience is ruled to be acceptable under the equivalency paths, it will be prorated (i.e., one year of part-time experience at 20 hours per week will be evaluated as 6 months full-time experience). Seasonal, temporary, and/or consulting experience will not be accepted as full-time or permanent part-time work experience.

The eligibility requirements for both equivalency paths are provided below.

Equivalency Path A

The eligibility requirements to take the CTRS exam are a baccalaureate degree or higher from an accredited college or university verified by an official transcript and the following:

1. A minimum of 18 semester or 24 quarter hours of therapeutic recreation and general recreation content coursework with

no less than a minimum of 12 semester or 16 quarter hours in therapeutic recreation content. A minimum of 4 courses in therapeutic recreation is required and each course must be a minimum of 3 credit hours. Two (2) of the required therapeutic recreation courses may be taught by the applicant as a full-time educator. *[Note: Two changes to this standard will go into effect 01/01/2013. See Standard Changes on page 38 for details.];* AND

2. Supportive courses to include a minimum of 24 semester hours or 32 quarter hours from three (3) of the following six (6) areas: adaptive physical education, related biological/physical sciences, human services, psychology, sociology or special education; AND
3. A minimum of five (5) years of full-time paid experience in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis. Applicants who possess a graduate degree in therapeutic recreation need a minimum of three (3) years of full-time paid experience in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis.

Equivalency Path B

The eligibility requirements to take the CTRS examination are a baccalaureate degree or higher from an accredited college or university verified by an official transcript and the following:

1. A minimum of 18 semester or 24 quarter hours of therapeutic recreation and general recreation content coursework with no less than a minimum of 12 semester or 16 quarter hours in therapeutic recreation content. A minimum of 4 courses in therapeutic recreation is required and each course must be a minimum of 3 credit hours. Two (2) of the required therapeutic recreation courses may be taught by the applicant as a full-time educator. *[Note: Two changes to this standard will go into effect 01/01/2013. See Standard Changes on page 38 for details.];* AND
2. Supportive courses to include a total of 18 semester hours or 24 quarter hours of support coursework with a minimum of: (i) 3 semester hours or 3 quarter hours coursework in the content area of anatomy and physiology; (ii) 3 semester hours or 3 quarter hours coursework in the content area of abnormal psychology; and (iii) 3 semester hours or 3 quarter hours coursework in the content area of human growth and development across the lifespan. The remaining semester hours or quarter hours of coursework must be fulfilled in the content area of 'human services' as defined by NCTRC; AND
3. A minimum of one (1) year full-time, paid work experience in therapeutic recreation services under the supervision of a CTRS that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis.

WORK EXPERIENCE REQUIREMENTS FOR EQUIVALENCY PATH B:

- Required work experience in therapeutic recreation must occur in the 5 years before application.
- Credit will not be given for administrative or consultant work, which does not include direct client services.
- One-year full-time experience is defined as a minimum of 1500 hours worked (excludes scheduled and unscheduled leave time) within a minimum of a full calendar year (52 weeks). The 1500 hour number is determined from calculating full-time as a minimum of 32 hours per week over 46 weeks. 46 weeks is determined by subtracting potential vacation, holiday and leave time from 52 weeks in a year.
- A minimum of 32 hours per week will be considered full-time status. Part-time employment of no less than 20 hours per week will be pro-rated to full-time equivalent up to the minimum of 1500 hours of employment.
- The supervisor must hold an active CTRS credential throughout the period of supervision and the supervisor may be either: Employed on-site with direct supervisory responsibility for the applicant (direct supervisory responsibilities refer to having primary responsibility for the applicant's performance evaluation, clinical and/or managerial supervision); or a preceptor or consultant to the agency and applicant. The preceptor/consultant must provide on-site supervision of the applicant for a minimum of one hour for every 10 hours of the applicant's employment for a minimum of 150 hours within the calendar year of supervision. Supervision must include direct observation of practice as well as supervisory meetings.
- The CTRS supervisor must complete the NCTRC employment verification form and submit it to NCTRC on a timely basis.

Standards Changes

CTRS Certification Standards, including examination eligibility standards are periodically evaluated and revised. A change in the NCTRC Certification Standards, which enables more people to become certified, is implemented immediately. A change in the Certification Standards which makes it more difficult to attain certification is announced two years prior to being implemented in the certification review process. A change in the Certification Standards which directly affects university curricula (i.e., course or curricula structure) is announced four years prior to being implemented in the certification review process.

Interpretative Guidelines

- **Academic Major:** NCTRC will only accept a degree and major as officially written on the academic transcript. Only the following officially designated majors appearing on the transcript will be accepted for academic path applications: (a) therapeutic recreation (recreation therapy); (b) recreation or leisure with an option in therapeutic recreation; and (c) therapeutic recreation, recreation, or leisure in combination with other fields of study (e.g., Therapeutic Recreation and Health Studies; Recreation and Sport Management; Leisure and Tourism).
- **Accredited:** Refers to a college or university, which is accredited by a regional accrediting agency (e.g., North Central Association of Colleges and Secondary Schools). NCTRC does not require applicants to graduate from an NRPA/AALR accredited recreation or therapeutic recreation program.
- **Completion of Academic Degree:** Graduation as documented and dated on the official transcript.
- **Courses Can Be Combined From Various Degrees (baccalaureate, master's or doctorate):** Courses taken for the baccalaureate degree or higher can be counted toward certification requirements provided the courses meet all other requirements as defined in these guidelines.
- **Official Transcript:** An official transcript is a legal document issued by a university or college registrar that contains documentation of completed coursework and degree confirmation. The official transcript needs to contain the date of issue and the signature or seal of the registrar. NCTRC accepts both printed and electronic copies of an original academic transcript. However, electronic transcripts need to be sent directly to NCTRC from the registrar's office. Official printed transcripts issued to students (Student Copy) are acceptable. NCTRC does not accept photocopies of transcripts. Transcripts are not accepted if previously marked or altered in any manner.
- **Content Course:** Is generally interpreted as having a theoretical and/or philosophical focus of study. Skill, activity, practicum, or internship courses do not fulfill the requirements for content courses. Examples of acceptable course titles are listed in the **Content Course Information** section. (This valuable resource lists both accepted courses in therapeutic recreation and general recreation, as well as examples of courses that are not accepted.)
- **Content Course Prefix:** Content courses in therapeutic recreation and general recreation must appear on the official transcript under a consistent prefix (e.g., REC, LEIS, etc.) representative of the college/university department, program, or unit offering the academic major in therapeutic recreation or recreation/leisure. Content courses listed under the prefix of departments, programs, or units of study not offering the major in therapeutic recreation or recreation/leisure will not be accepted.
- **Independent Study Courses:** Must meet the same requirements of content courses described above. All independent study courses submitted for evaluation as meeting certification requirements must be verified by an official course outline or syllabus delineating course title, purpose, objectives and topic areas studied. The course number on the outline or syllabus must correspond to the Independent Study number listed on the transcript. The outline or syllabus for Independent Study courses must be submitted with certification application materials for such courses to be considered as content courses in the certification evaluation process.
- **Thesis or Dissertation Coursework:** Must meet the same requirements of content courses as described above. A total of one course and three credits will be awarded for thesis or dissertation coursework in TR/RT as applied to the content coursework requirement. Thesis or dissertation coursework submitted for evaluation as meeting certification requirements must be verified by an official course outline or syllabus delineating course title, purpose, objectives and topic areas studied. In addition to a course outline or syllabus, a signed thesis or dissertation proposal will also be accepted. The course number on the outline or syllabus must correspond to the course number listed on the transcript. The outline, syllabus, or proposal for thesis or dissertation credit must be submitted with the certification application materials for such courses to be considered as content courses in the certification evaluation process.
- **Self-Taught Courses:** Applicants applying for professional eligibility can receive credit for up to two courses (6 credits) that they have taught as a full-time faculty member. However, self-enrolled coursework is not accepted toward certification or recertification requirements (i.e., individuals may not enroll in their own courses to meet certification or recertification requirements).
- **Semester and Quarter Unit Conversions:** A unit is one credit or one hour of academic study. All equations from semester to quarter units in NCTRC standards are determined by the ratio of 1 semester hour to 1.33 quarter units or 1 quarter unit to .75 semester hour.

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- **Acceptable Field Placement Content:** Is defined by the therapeutic recreation process/practice as provided in the current NCTRC Job Analysis.
 - **NCTRC Requires Verification:** NCTRC verifies all employment and field placement experience as part of the application process. Field placement and employment that cannot be verified are unacceptable toward certification requirements.
 - **Field Placement Should Be Completed After Coursework:** An acceptable field placement must be completed after the majority of required therapeutic recreation and general recreation coursework is completed. Verification of the completed field placement must appear on the official academic transcript and the completed field placement verification form. The majority of therapeutic recreation and recreation content coursework is defined as no less than 12 semester or 16 quarter hours of coursework with at least 9 semester and 12 quarter hours in therapeutic recreation content coursework. This requirement applies to coursework completed at the degree earning institution and does not apply to coursework completed after the academic degree is conferred.
 - **Full-time Faculty Appointment in Therapeutic Recreation Education:** Must be a full-time appointment in an academic unit that offers a minimum of a Bachelors degree in therapeutic recreation, recreation therapy, or recreation with an emphasis in therapeutic recreation or recreation therapy. Multiple academic faculty appointments may be used to satisfy the coursework requirement.
 - **Required Coursework Interpretive Guideline:** All required coursework submitted for eligibility must be college-level credit bearing coursework. Each course applied toward meeting the eligibility requirements must be a graded experience. Audited courses will not be accepted as meeting the coursework requirements for eligibility. These requirements apply to professional level Therapeutic Recreation and Recreation coursework, required support coursework, and the field placement requirement.

Certification Review Procedures

Only professional NCTRC staff holding the CTRS designation will review certification applications to determine whether NCTRC's CTRS certification criteria are met. At any time during the certification application review, the Executive Director may request further information from the applicant. Once review of an application is complete, the NCTRC Executive Director shall inform the applicant of either (i) the decision to grant eligibility to take the CTRS examination; or (ii) the decision to deny eligibility to take the CTRS examination, and the reasons for the denial. * Please note: applicants who gained eligibility prior to degree confirmation will forfeit eligibility to sit for the exam if their application is denied during the certification review process and not successfully overturned during the appeal process.

Appeals of Eligibility Denials

Upon receipt of a decision denying eligibility, an applicant has 45 days to submit an appeal application to NCTRC requesting an appeal of that denial. If an applicant does not submit an appeal application requesting an appeal of the denial within 45 days, the applicant forfeits any right to an appeal at a later date of the decision denying eligibility and will have to reapply as a new applicant meeting all of the current NCTRC Certification Standards. There is no additional filing fee to request an appeal at this stage. Please see *New Applicant Appeals Procedures on page 33* for complete information on how and when to request and file an appeal application.

Content Course Information

NCTRC requires the completion of "content coursework" for certification. A content course is generally interpreted as having a theoretical and/or philosophical focus of study. Skill, activity, practicum, or internship courses are not accepted as content courses.

The current NCTRC Job Analysis defines the knowledge and skills necessary for competent practice in therapeutic recreation. The professional certification exam is based on the knowledge areas defined by the NCTRC Job Analysis. It is assumed that academic programs in therapeutic recreation prepare individuals for competent practice in the field. The coursework the student completes in a therapeutic recreation degree program should cover the necessary knowledge and skills for competent practice.

GENERAL INFORMATION ON CONTENT COURSES

NCTRC establishes guidelines for the general acceptability of course content. In addition, a minimum number of hours are required in therapeutic recreation and general recreation courses and all courses must be identified on the applicant's transcript as taken from a department or program of study in the field. A therapeutic recreation content course is a highly structured and university/college approved course, which focuses on the theory and/or philosophy and/or program content of the field. It is necessary for NCTRC to rely on the titles of courses in the review process. The titles of courses remain critical to identifying the nature of course content. NCTRC does not "read into" or read beyond the titles of courses. It is the university/college's responsibility to appropriately title their courses. There is an ethical issue here as well. Course titles need to reflect the true nature of the course content. To retitle or title a course to meet certification requirements regardless of the content is indeed unethical. The more appropriate concern of academic programs should be the review of course content to assure its applicability to the state of art of practice in therapeutic recreation.

Therapeutic Recreation Content Courses

A profession is expected to possess a commonly held body of knowledge. This body of knowledge becomes the basis for identifying those individuals who are qualified for professional recognition through credentialing. Thus, the primary focus of the term **content course** for NCTRC will be the commonly identified and supported areas of professional knowledge as defined through the current NCTRC Job Analysis. A therapeutic recreation content course is a highly structured and university/college approved course, that focuses on the theory and/or philosophy and/or program content of the field.

ACCEPTABLE THERAPEUTIC RECREATION COURSES:

Sample Titles on Introduction/Foundations/Orientation to Therapeutic Recreation:

| | |
|---|--|
| Concepts of TR | Overview of TR Service |
| Foundations of TR | Professional Foundations of Rec. Therapy |
| Introduction to TR in Clinical Settings | Recreation Therapy |
| Introduction to TR or to TR Service | Therapeutic Recreation |
| Orientation to TR | |

Sample Titles on History/Philosophy:

| | |
|------------------------------|-----------------------------|
| History and Philosophy of TR | Philosophy and Theory of TR |
|------------------------------|-----------------------------|

Sample Titles on Administration/Supervision/Operation:

| | |
|----------------------|--------------------------------------|
| Administration in TR | Administration and Supervision in TR |
| Management of TR | |
| TR Supervision | |

Sample Titles on Principles/Processes/Techniques/Methods/Procedures:

| | |
|---|--------------------------------|
| Advanced Methods in TR | Processes and Techniques in TR |
| Clinical Aspects and/or Techniques in TR | Techniques in TR |
| Clinical Processes in TR | TR Methods and Techniques |
| Principles, Practices and/or Procedures in TR | TR Practices and Procedures |
| Principles of TR | |

Sample Titles on Assessment/Programming/Evaluation:

| | |
|--|---|
| Assessment in TR | Programming & Adaptive Techniques in TR |
| Client Assessment and Evaluation in TR | Programming and Supervision in TR |
| Program Design and/or Evaluation in TR | Special Program Services in TR |
| Program Planning in TR | |

Sample Titles on Issues/Problems/Trends in Therapeutic Recreation:

| | |
|-----------------------------|---------------------------|
| Clinical Issues in TR | Current Trends in TR |
| Concepts and Issues in TR | Issues and Problems in TR |
| Contemporary Problems in TR | Issues and Trends in TR |

Sample Titles on Disability Areas:

| | |
|--|---|
| Implications of Disabling Conditions for TR | Role of TR in Rehabilitation |
| TR and the Psychologically Impaired | TR for People with Emotional Disturbances |
| TR for People with Mental Illness | TR for the Hospitalized Child |
| TR for People with Mental Retardation/Developmental Disabilities | TR in Institutional Settings |
| TR in Psychiatric Settings | TR for Long Term Care Patients |
| | TR and People with Physical Disabilities |

EXAMPLES OF THERAPEUTIC RECREATION COURSES THAT ARE NOT ACCEPTED:

Some specialty areas and corresponding courses are not considered therapeutic recreation content courses within the certification plan. These courses include: (1) **A course dealing with a specific activity skill for one population**, e.g., "Aquatics for the Mentally Retarded" or "Dramatics in Therapeutic Recreation"; and (2) **A course dealing with a clustered activity area for one population**, e.g., "Camping for Special Populations" or "Special Olympics for the Developmentally Disabled."

Rationale: Therapeutic recreation has changed dramatically and is no longer viewed primarily as activity services for special populations. A vast array of practice responsibilities and accountability issues has become more important in the delivery of services. Courses, which remain focused on specific activities, may be important to the overall preparation of the student, but are not accepted toward the minimum content course requirements in therapeutic recreation. Thus, it is not inferred that activities are unimportant. If the activity courses exist in addition to basic therapeutic recreation knowledge courses, which address the fundamental areas of the profession, they are viewed as excellent additions to the individual's preparation.

The area of **intervention/interaction techniques** is also an important area of academic preparation. However, becoming too specialized can mean the absence of content in other essential areas. Thus, a course focusing on one intervention technique, e.g., "Remotivation Therapy in TR" or "Behavior Modification Techniques in TR," would not meet the criteria for therapeutic recreation content coursework. A course that clusters intervention techniques, e.g., "Intervention Techniques in TR" and which includes a variety of interaction styles would be accepted.

COURSE TITLES THAT ARE NOT ACCEPTED AS THERAPEUTIC RECREATION CONTENT:

| | |
|---|---|
| Activities and Fitness for the Elderly | Music Therapy |
| Adapted Aquatics | Nature Crafts in TR |
| Adapted P.E./Recreation/Sports | Organization/Administration of Special Olympics |
| Arts for the Aging | Programming and Adaptive Techniques Laboratory |
| Arts and Crafts in TR | Recreation Therapy and the Expressive Arts |
| Art Therapy | Remotivation Therapy |
| Assistive Devices/Resources for Special Populations | Rhythmic Activities for Special Populations |
| Blind/Physically Disabled Skiing Techniques | Swimming for the Mentally Retarded |
| Camping and Outdoor Education for the Handicapped | Therapeutic Applications of Art/Dance/Drama/Music |
| Camping for Special Populations | TR Skills |
| Creative Drama Therapy | Wheelchair Pursuits |
| Innovative Activities for Special Populations | |

General Recreation Content Courses

Recreation content courses require some definition in view of the purpose of certification. Most students with a major in recreation, or an emphasis or option within the recreation/leisure field, complete a professional education core which is required of all students regardless of their specialty area. General recreation course requirements of NCTRC refer to just that; general and not specialty recreation areas of study.

ACCEPTABLE GENERAL RECREATION COURSES:

| | |
|---|---|
| Administration/Organization of Recreation and Parks/ Leisure | Philosophical and Behavioral Foundations of Leisure |
| Analysis of Leisure and Recreation | Philosophy of Recreation/Leisure |
| Budgeting/ Financial Management of Leisure Services | Planning and Design |
| Community Recreation or Organization of Recreation | Principles of Recreation |
| Current Issues/Problems/Trends in Recreation | Program Design |
| Evaluation in Parks and Recreation | Program Development |
| Foundation of Recreation/Leisure | Programming |
| History and Philosophy of Recreation/Leisure | Psychology of Leisure |
| Introduction to Recreation/Leisure Studies | Recreation and Leisure in Modern Society |
| Legal and Financial Aspects of Leisure/Rec. | Recreation Facility and Area Design |
| Leisure and Human Development/Behavior | Recreation Leadership/Group Dynamics |
| Leisure and Lifestyle | Research and Evaluation in Recreation/Leisure |
| Leisure and Society | Resources for Leisure |
| Management and Supervision in Rec./Leisure | Social Psychology of Leisure |
| Management of Leisure Services | Sociology of Leisure |
| Management/Administration of Recreation/Leisure | Sociology of Play |
| Orientation to Leisure | Supervision in Leisure/Recreation Services |
| | Theories of Play |

GENERAL RECREATION COURSES NOT ACCEPTED:

Some specialty areas and corresponding courses are excluded as general recreation content courses within the certification plan, including: **Any course that would be considered as an option course in any of the identified specializations.**

Rationale: Core leisure and recreation courses are considered as a foundation to the area of therapeutic recreation and to other specialties in the leisure field. Option or specialization courses such as those taught in the Outdoor Recreation, Resource Management, or Commercial Recreation options are considered to be too specialized to adequately prepare therapeutic recreation personnel in basic concepts of general recreation. This is particularly true if these option courses are taken instead of courses in the professional recreation core.

Any course which is focused on a specific activity or group of activities. Examples would include aquatics, crafts, a specific sport or cluster of sports, fitness.

Rationale: Knowledge and skill in a variety of activity areas are obviously important to therapeutic recreation. However, courses in these areas do not replace the need for solid knowledge and background in professional leisure and recreation theory and practice. Thus, they are excluded from consideration within the required general recreation content coursework.

GENERAL RECREATION COURSE TITLES THAT ARE NOT ACCEPTED:

| | |
|---|--------------------------|
| Camp Counseling | Park Planning |
| Commercial Recreation | Park Resource Management |
| Computer Applications in Recreation | Recreation Activities |
| Family Camping | Recreation Games |
| Materials and Skills in Arts and Crafts | Social Activities |
| Music in Recreation | Social Recreation |
| Outdoor Education | Travel and Tourism |
| Outdoor Recreation | Wilderness Recreation |

Courses Requiring Course Outline for Review

Some courses do not give a clear indication of content by title alone. These courses will be evaluated only if they are accompanied by an official college/university course outline (not a catalog description) at the time of application. The official course outline must be dated for the same time in which academic credit was awarded for the course on the official transcript.

TITLES OF COURSES WHERE OFFICIAL OUTLINES ARE REQUIRED FOR REVIEW:

- Independent Readings
- Independent Study
- Readings courses
- Seminar courses
- Special Projects
- Special Topics
- Thesis or Dissertation

SUMMARY: Individuals applying for certification may submit a copy of official course outlines with their certification applications. Only those courses, which meet the requirements of a content course, as defined in this information sheet will be accepted toward certification requirements.

Supportive Coursework Information

NCTRC recognizes the important role of coursework outside the fields of therapeutic recreation and general recreation as contributing to the knowledge base for practice in therapeutic recreation. Professional certification requires supportive coursework in the academic path and in the review of related degrees at the equivalency path.

There are numerous and diverse course titles, which may be, categorized under the various support coursework areas NCTRC requires. The following information is not intended to be an inclusive list of all courses accepted as supportive coursework but as a guide to acceptable coursework in each area. NCTRC does not suggest that these specific courses be included in all therapeutic recreation curricula. Those decisions are the responsibility of the university/college curriculum developers. NCTRC is concerned that supportive coursework provide a fundamental base for a professional in delivering the therapeutic recreation process.

In the academic path and the equivalency path B standards, 18 semester or 24 quarter hours of supportive coursework are required with at least 3 hours in the content of abnormal psychology, 3 hours in the content of anatomy and physiology, and 3 hours in the content of human growth and development across the lifespan.

In the equivalency path A standards, in order for a related degree to be accepted, it must include 24 semester or 32 quarter hours of acceptable supportive coursework.

An applicant may submit a course outline for a support course with the Professional Eligibility Application to NCTRC if he or she believes a support course title does not reflect the NCTRC requirements but the content of the course is anatomy and physiology, abnormal psychology, or human growth and development across the lifespan.

Support coursework in the academic path must include a minimum of: (i) 3 semester hours or 3 quarter hours coursework in the content area of anatomy and physiology; (ii) 3 semester hours or 3 quarter hours coursework in the content area of abnormal psychology; and (iii) 3 semester hours or 3 quarter hours coursework in the content area of human growth and development across the lifespan. The remaining semester or quarter hours of coursework must be fulfilled in the content area of 'human services' as defined by NCTRC.

The remaining hours of the total required hours may be completed in any area of the human services. Human services include: adaptive physical education, related biological/physical sciences, psychology, sociology, and special education. In addition to these areas which currently comprise professional support requirements, the concept of human services has been expanded to include the areas of education, ethics, and other disciplines of study supportive to the practice of therapeutic recreation.

ANATOMY AND PHYSIOLOGY REQUIREMENT:

The content area of anatomy and physiology is required for professional certification because knowledge of human anatomy (bones, muscles, and body systems) and physiology (how those systems work and interface) is deemed essential to an educational foundation in therapeutic recreation. Across the continuum from inpatient care to independent enjoyment of recreation, from knowledge of pathology to the benefits of health promotion, the CTRS who facilitates the therapeutic recreation process in any way draws from knowledge of the human body. NCTRC believes that this foundation was best laid through the requirement of a course in anatomy and physiology. Typical course titles accepted by NCTRC include "Anatomy and Physiology" or "Human Anatomy and Physiology", "Kinesiology" may be accepted as the physiology requirement if the applicant also completes a course in anatomy. If a single course is used to meet this requirement (ie: Human Anatomy and/or Human Physiology), then the course must address anatomy and physiology in equal parts (at least 50% of the course respectively). A course that is intended to serve as an entry-level Human Biology course does not meet the NCTRC Anatomy and Physiology requirement.

ABNORMAL PSYCHOLOGY REQUIREMENT:

The content area of abnormal psychology is required for professional certification because knowledge of behavior disorders, theories of causation, descriptions of the disorders, and strategies of various therapies is deemed essential to an educational foundation in therapeutic recreation. NCTRC believes that this foundation was best laid through the requirement of a course in abnormal psychology. Typical course titles in abnormal psychology accepted by NCTRC include "Abnormal Psychology", "Psychopathology", "Behavioral Disorders", and "Psychology of Behavioral Conditions". A course in special education covering only learning disabilities would not be accepted as meeting the abnormal psychology requirement.

HUMAN GROWTH AND DEVELOPMENT ACROSS THE LIFESPAN REQUIREMENT:

Human growth and development content is required for professional certification because knowledge of human development processes is a primary focus of therapeutic recreation. Basic knowledge of human growth and development and developmental theories is deemed essential to an educational foundation in therapeutic recreation. Across the continuum from inpatient care to independent enjoyment of recreation, from knowledge of pathology to the benefits of health promotion, the CTRS who facilitates the therapeutic recreation process in any way draws from knowledge of human development. NCTRC believes that this foundation was best laid through the requirement of a course in human growth and development across the lifespan. A typical course title accepted by NCTRC is "Human Development Across the Lifespan".

DEFINITION OF THE AREA OF HUMAN SERVICES

Human services, as defined by NCTRC, includes adaptive physical education, human biological/physical sciences, psychology, sociology, special education, education, ethics, health related issues, communication, human behaviors and problems, allied health and other disciplines of study supportive to the practice of therapeutic recreation as defined by the current NCTRC Job Analysis Knowledge Areas.

In many cases, the course title alone does not provide for easy classification. For example, a course entitled "Introduction to Aging" would be considered appropriate as supportive if taught in a department other than therapeutic recreation/recreation. Courses taught in therapeutic recreation or the general recreation department will not be accepted as supportive coursework.

Again, the concept of supportive coursework as defined by NCTRC means that the content of the course is supportive to the practice of therapeutic recreation and the coursework is taught in a department outside of the major department.

Major coursework in another professional discipline is not generally accepted if it surveys practice in the related discipline (e.g., “Occupational Therapy Practice,” “Social Work Practice,” etc.). However, general health and human service content taught within other discipline areas would be considered acceptable (e.g., a “Medical Terminology” course taught within a Department of Nursing or a “Counseling and Group Work” course taught within a Department of Social Work).

EXAMPLES OF ACCEPTABLE SUPPORTIVE COURSEWORK FROM THE AREA OF HUMAN SERVICES:

| | |
|--------------------------------|-----------------------------------|
| Counseling | Introduction to Human Services |
| Criminology | Medical Aspects of Rehabilitation |
| Death and Dying | Medical Ethics |
| Gerontology | Medical Terminology |
| Group Leadership/Dynamics | Motor Development |
| Health Aspects/Nutrition | Nutrition |
| Human Development | Rehabilitation Counseling |
| Human Relations | Stress Management |
| Interpersonal Communication | Substance Abuse |
| Introduction to Rehabilitation | Theories of Learning |

ADAPTIVE PHYSICAL EDUCATION: These courses focus on adaptive physical education and are generally offered within a physical education department. Combined courses such as “Recreation and Physical Education for Special Populations or the Handicapped” are not accepted by NCTRC toward certification requirements. Courses with a specific activity focus are also not accepted by NCTRC (e.g., “Adapted Aquatics” and “Handicapped Skiing”). Typical accepted coursework in this area include:

| | |
|---|--|
| Introduction to Adaptive Physical Education | Physical Education for: Atypical Child or Handicapped or Mentally Retarded or Physically Disabled etc. |
| Special Physical Education | |

PSYCHOLOGY: This area could include a general introductory course, which provides a broad-based understanding of human behavior, as well as courses which focus on specialty areas relevant to therapeutic recreation clientele. Examples of acceptable coursework include:

| | |
|------------------------------|-----------------------------------|
| Abnormal Psychology | Introduction to Psychology |
| Adolescent Psychology | Principles of Psychology |
| Childhood/Child Psychology | Psychology of Adjustment |
| Cognitive Psychology | Psychology of Adulthood/Aging |
| Developmental Psychology | Psychology of Disability |
| General Psychology | Psychology of Learning/Motivation |
| Human Growth and Development | Social Psychology |

RELATED BIOLOGICAL/PHYSICAL SCIENCES: Coursework in this area should deal with science in relation to human beings. Astronomy, geology, physics, meteorology, and zoology are physical sciences but do not focus on human beings. It is NCTRC’s judgment that such subject matter provides little direct benefit related to therapeutic recreation services and, therefore, does not accept such courses toward certification. Examples of acceptable coursework include:

| | |
|------------------------------|-------------|
| Human Biology | Kinesiology |
| Human Anatomy and Physiology | |

SOCIOLOGY: This area could include a general introductory course, which provides an understanding of societal and social phenomena. Additional courses from sociology which focus on special social concerns pertinent to therapeutic recreation practice would also be appropriate. Examples of acceptable coursework include:

| | |
|----------------------------------|---------------------------|
| Criminology | General Sociology |
| Cultural Anthropology | Introduction to Sociology |
| Death and Dying | Principles of Sociology |
| Delinquency/Juvenile Delinquency | Social Problems |
| Deviance and Society | Sociology of Aging |
| Deviant Behavior | Sociology of Behavior |

SPECIAL EDUCATION: A broad-based introductory course or courses in specialty areas are also accepted in this category of supportive coursework. Appropriate coursework in special education might include:

Education of the Atypical Child
 Education of the Physically Disabled
 Human Development and Learning
 Special Education

Introduction to: Disabling Conditions or Emotionally Disturbed or Exceptional Children or Learning Disabilities or Mental Retardation or Physical Disabilities or Visually Impaired or Hearing Impaired

Field Placement Standards Information

Quality, experiential learning using the therapeutic recreation process as defined by the current NCTRC Job Analysis is an integral component of professional preparation in therapeutic recreation. The field placement experience is the primary means of addressing experiential learning. Universities and agencies are recognizing the critical value of a structured learning experience under the direct supervision of a qualified, practicing professional.

AN EXPLANATION OF FIELD PLACEMENT REQUIREMENTS

Field placement experience refers to a highly structured, field-centered and professionally supervised requirement that is completed after the majority of required therapeutic recreation and general recreation coursework is completed as verified on the official transcript and the completed field placement verification form.

AN EXPLANATION OF FIELD PLACEMENT REQUIREMENTS

The field placement experience requires extensive, full-time involvement and is a shared responsibility between the academic unit and the selected field agency. The minimum number of hours and weeks must be accomplished at one agency over a consecutive period of time. The full-time, on-site agency supervisor must be currently NCTRC CTRS certified and possess the CTRS credential for one year prior to supervising an internship student. The student must receive academic credit for the field placement experience as verified by official transcript. Within this definition are many critical points that the practitioner, student, and educator should take into consideration in selecting an appropriate field placement site:

- **Highly structured, field-centered and professionally supervised:** An acceptable field placement must have one (1) identified primary supervisor. The primary supervisor works on a consistent basis with the student, coordinates all other secondary supervision and completes all evaluation materials and weekly reports pertaining to the field placement experience. An acceptable internship must be based on the therapeutic recreation process as defined by the knowledge and tasks in the current NCTRC Job Analysis. This means the student must have exposure to all areas of the current NCTRC National Job Analysis. Additionally, the internship program should be well established at the agency. If an internship program and agency manual is not available, the student should question how the field placement experience will be structured to insure the student completes the necessary knowledge and tasks for professional eligibility. The student may investigate how professional supervision will be conducted in practice. The primary supervisor is the one who works on a consistent basis with the student. The professional should not merely sign their CTRS on student evaluations.
- **Full-time involvement:** The primary CTRS supervisor must be a full-time employee and work a minimum of 32 hours a week at the sponsoring agency. They must also possess the CTRS credential for one year prior to supervising an internship student. Seasonal or temporary employment is not accepted. Consultants or other types of preceptors other than full-time personnel at the agency are also not accepted as full-time, agency supervisors. NCTRC defines full-time employment as a minimum of 32 hours per week on site for the primary supervisor with at least 50% of the job duties within therapeutic recreation service within an established therapeutic recreation program at the agency. Full-time involvement also indicates that the primary supervisor will be working directly with the student. Primary field placement supervisor responsibilities: The primary supervisor is responsible for the direct supervision of the internship student, ensuring that the student is exposed to all of the Job Analysis Task Areas. All official documentation including midterm and final evaluations must be signed by the primary supervisor who also serves as the liaison to the university. The NCTRC field placement verification form must also be signed by the primary supervisor.
- **Active certification status of CTRS Supervisor:** The primary supervisor must possess active certification status at the CTRS level on the first day of the applicant's field placement and have been certified for at least one year prior to supervising interns. Any change in certification status of the supervisor during the field placement shall not affect the certification eligibility of an applicant. The student must obtain a copy of the supervisor's credential on the first day of the placement.

- **Shared responsibility between the academic unit and the selected field agency:** The field placement experience is part of the student's academic requirements for a degree with a major or option in therapeutic recreation. The shared responsibility is between the faculty member and the agency therapeutic recreation supervisor to assure the student receives a quality field placement experience which prepares them for practice in the field of therapeutic recreation. This means the student usually completes academic projects under faculty supervision, agency specific responsibilities under CTRS supervision, and that the final academic grade is usually awarded based on input from the agency and the academic supervisor. [Note: A change to this standard will go into effect 01/01/2013. See Standard Changes on page 38 for details.]
- **Minimum number of hours and weeks** must be accomplished at one agency site over a consecutive period of time: NCTRC standards refer to the required "minimum" number of hours. No less than 20 hours per week or more than 45 hours per week will be accepted for the field placement experience, except as may be provided in the Alternative Field Placement standards. Additionally, the field placement experience must be completed for no less than twelve consecutive full weeks. The total minimum number of required hours is 480. For students completing only 20 hours a week, the total number of weeks will be 24 to meet the minimum 480-hour requirements.
- **Consecutive period of time and Alternative Field Placement Standards:** The field placement experience should be continuous and uninterrupted. In the case where serious illness or personal emergency causes absence or the inability to work at least 20 hours per week, no more than 2 consecutive weeks of interrupted field placement work will be accepted. Official documentation regarding extreme emergencies or severe illness, and field placement logs indicating evidence of completion of required 12 week, 480 hour requirement, must be submitted to NCTRC with the application. When a field placement is interrupted due to one of these factors, the student should immediately contact NCTRC for Alternative Field Placement Guidelines.
- **The experience must take place at one agency site:** The total hours may not be split among different agencies or accumulated over multiple sites, unless the site is within the same agency, and under the direct supervision of the CTRS. Student's attendance at professional conferences and workshops are permitted, if approved by the field placement supervisor. An alternative field placement may be considered by NCTRC when a field placement is interrupted due to the closing of an agency, termination or resignation, or personal circumstance, which would prevent the primary CTRS supervisor from completing the field placement supervision. When a field placement is interrupted due to one of these factors, the student should immediately contact NCTRC for Alternative Field Placement Guidelines.
- **Full-time, on-site, primary agency supervisor must be currently certified** at the professional level with NCTRC: The student's full-time agency supervisor is their direct and immediate supervisor during the field placement experience. Current certification means that the supervisor is "actively" certified as a CTRS. The candidate who has "made application" for certification or is classified by NCTRC as "Professionally Eligible" is not considered actively certified until they pass the CTRS exam and receive their official certificate and certification card from NCTRC. Thus, these individuals should not supervise student internships.
- **Must receive academic credit and an evaluative grade for the field placement experience as verified by official transcript.** NCTRC will verify on the student's official transcript that the field placement experience was completed over the same dates as the semester or quarter in which the student receives academic credit for the experience. Additionally, NCTRC will verify the field placement by requesting that the field placement supervisor completes the verification form. Field placement experiences that cannot be verified with both university/college academic credit and signed statement from agency supervisors will not be accepted.

HOW TO VERIFY THE ACTIVE CERTIFICATION OF A FIELD PLACEMENT SUPERVISOR

The field placement experience is a very important requirement of the NCTRC Certification Standards for the professional academic path to CTRS certification. NCTRC verifies the certification of every agency field placement supervisor. If a certification applicant indicates that their agency field placement supervisor is or was certified and that supervisor is found not to have been actively certified by NCTRC at the time of the field placement, the applicant will not be able to count the field placement experience toward certification requirements. Further, the application will be denied.

It is hoped that all certified personnel and educators will assist the student intern in this process of selecting a qualified and Certified Therapeutic Recreation Specialist for their supervision. The student must verify the active certification of the supervisor before beginning a placement at any agency offering a therapeutic recreation field experience by obtaining a copy of the supervisor's current NCTRC certificate and/or card. This is the only assurance that the person is a current CTRS. Each CTRS' certificate and certification card has specific information on (a) their Certified Therapeutic Recreation Specialist certification; (b) their certification expiration date; and (c) their certification number. Remember, only a CTRS is eligible to supervise a field placement experience. So long as the supervisor is certified by NCTRC at the CTRS level on the first day of the applicant's field placement and have been certified for a minimum of one year prior to supervising interns the internship will be accepted for the applicant, provided the student has obtained a copy of the supervisor's CTRS credential on the first day of the internship experience. Any change in certification status of the supervisor subsequent to inception of the field placement

shall not affect the certification eligibility of an applicant. Therefore, it is critical that each student intern obtains a copy of the supervisor's active CTRS credential (i.e., annual CTRS card or CTRS certificate) on the first day of the placement. A student intern may verify the information on the supervisor's CTRS credential by accessing www.NCTRC.org.

CTRSs have been asked to help protect students by willingly sharing a copy of their NCTRC certification credentials before the student begins the placement. If a potential supervisor has lost or misplaced their credentials, they can obtain a replacement card from the NCTRC office. If a potential supervisor is not able to produce a current certificate or card from NCTRC, the student is advised to be cautious of accepting that the individual is certified until direct verification of credentials is obtained. If the candidate has further questions regarding this process please contact NCTRC directly.

PLEASE REPORT ANY MISREPRESENTATIONS

Any individual who uses the title "CTRS," or represents himself or herself as being NCTRC certified without having fulfilled the requirements of the NCTRC certification process is deemed in violation of the *Certification Standards* and may be denied the right to future certification or may be subject to legal action. If an individual misrepresents NCTRC certification as a CTRS or using confusingly similar designations, please report this information to NCTRC immediately.

WHAT TO DO IF A FIELD PLACEMENT IS INTERRUPTED DUE TO AN EMERGENCY

An alternative field placement proposal may be considered by NCTRC when a field placement is interrupted due to the closing of an agency, termination of a CTRS supervisor, extreme emergencies or severe illness. When a field placement is interrupted due to one of these factors, the student should immediately contact NCTRC for guidelines on what will be required in a certification application for consideration of an alternative field placement.

Examination Information

The NCTRC testing program commenced in 1990 with the adoption of a 200 item written exam. The NCTRC Exam is based on the NCTRC Job Analysis of the Certified Therapeutic Recreation Specialist, which assures the test specifications and the exam are related to the practice of therapeutic recreation. Since 1990, the NCTRC exam has evolved through several phases to its current Computer-based Mastery Testing (CMT) format.

NCTRC subcontracts the exam administration to Prometric, a global leader in technology-enabled testing and assessment services for academic, professional, government, corporate and information technology markets. Prometric delivers standardized tests for 350 clients, in 26 languages, over the Web or through a global network of testing centers in 134 countries. Prometric's corporate headquarters is based in Baltimore, Maryland and the company employs 3,000 employees worldwide.

Exam Dates

The NCTRC National Certification Exam is administered at Prometric Testing Centers across the United States, Canada and Puerto Rico. The NCTRC Exam is offered three times a year during a five (5) day testing window during the months of January, May and October.

PROMETRIC TESTING CENTERS

Prometric is NCTRC's partner for delivery of computer-based tests. Prometric provides a mature network of computer testing centers capable of administering exams. Up-to-date Prometric Test Center locations are published on the web-site www.2test.com. These centers are subject to change without notice. All Prometric Test Centers are connected electronically through an advanced telecommunication network to assure standardization of transmission quality and timeliness. The test sites are required to comply with regulations governing the Americans with Disabilities Act (ADA).

Special Arrangements

Any individual who has a physical or cognitive impairment or limitation that prevents him/her from taking the exam under standard testing conditions may request special testing arrangements. When submitting application/registration forms, include a separate letter describing:

- The candidate's disability or special need,
- The adaptations the candidate is requesting, and
- Documentation from a physician or other appropriate diagnostic authority confirming the diagnosis of a disability and prescribing appropriate and necessary accommodations.

Documentation from a physician or appropriate authority (e.g., psychologist, vocational specialist, etc.) is required to confirm the candidate's special needs and testing adaptation request. This documentation must be mailed with the exam registration form to NCTRC. There is no extra charge for making these arrangements.

The special accommodations available are but not limited to:

- Reader
- Marker/Writer
- Sign language interpreter for instructions
- Separate room
- Double test time (please read "About Taking the Exam with Special Arrangements" in the following section)
- Extended time by 1.5 (please read "About Taking the Exam with Special Arrangements" in the following section)
- Other accommodations upon request.

Candidates approved for special arrangements must call the Special Conditions Coordinator at the Prometric Candidate Services Contact Center (CSCC) at the toll-free number 1-800-967-1139 to schedule their appointment for exam administration.

Local centers may not schedule appointments for candidates approved to receive special accommodations.

INTRODUCTION TO COMPUTERIZED TESTING

You will not need extensive computer experience to use computer-based testing. Computer-based testing with Prometric:

- provides a brief on-line computerized tutorial to guide you on how to use the computer to take the exam;
- presents a computer workstation equipped with a mouse (desktop, hand-operated device for selecting answers and other options from your computer screen);
- allows you to mark questions as a reminder to review them later;
- continuously tracks and displays time remaining for your convenience;
- provides a score report immediately upon completion of your exam; and
- provides a fully trained proctor during your exam for technical assistance (not related to exam content).

ABOUT THE TUTORIAL

At the beginning of your exam, you will be provided with a brief computerized tutorial. The purpose of the tutorial is to familiarize you with selecting answers, using the testing features such as "Item Review", "Previous", "Next" and "Mark," as well as to familiarize you with the mouse and the overall operation of the keyboard. You do not need to be concerned with which answers you select during the tutorial as these items are not scored. Once you exit from the tutorial, you may not return to it.

ABOUT TAKING THE EXAM

The NCTRC examination is a variable-length examination. During the administration of the examination, each group of questions (section) is timed separately. The base test is completed by all candidates and consists of 90 questions for which you have 86 minutes. You are permitted to move back and forth within the base test, but the base test may not be reviewed once it has been exited. Upon completion of the base test of 90 questions, you will receive (a) a passing score ending the exam; (b) a failing score ending the exam; or (c) a score that falls in a range that is neither failing nor passing and you will move to another section. This process of determining pass or fail will be the same during each testlet.

The additional sections are called "testlets", each containing 15 questions and lasting for 14 minutes. You are permitted to move back and forth within each testlet, but each testlet may not be reviewed once it has been exited. At the end of each testlet, the same scoring as at the end of the base test will occur and the examination will either end or continue. If you receive the base test and all testlets (total 180 questions), you will have a maximum of 3 hours of seat time. Candidates should answer each question presented, marking any questions you would like to review should time permit in each section. To maximize your time and to assure that you do not exit each section in error before answering all of the questions in each section, you should complete each section before reviewing marked questions. To continue the development of each NCTRC examination, experimental nonscored questions are presented in the course of the variable-length examination.

About Taking the Exam with Special Arrangements

Taking the exam with Extended Time:

The NCTRC CTRS Examination is a variable length examination. The base test is completed by all candidates and consists of 90 questions for which you will receive 129 minutes. Upon completion of the base test of 90 questions, you will receive (a) a passing score ending the exam; (b) a failing score ending the exam; or (c) a score that falls in the range that is neither failing nor passing and will allow you to move on to another section. The additional sections are called "testlets", each containing 15 questions and lasting for 21 minutes. At the end of each testlet, the same scoring decision as used at the end of the base test will occur and the exam will either end or continue. If you receive the base test and all testlets (6), then you will receive a maximum of 4.5 hours of seat time.

Taking the exam with Double Time:

The NCTRC CTRS Examination is a variable length examination. The base test is completed by all candidates and consists of 90 questions for which you will receive 172 minutes. Upon completion of the base test of 90 questions, you will receive (a) a passing score ending the exam; (b) a failing score ending the exam; or (c) a score that falls in the range that is neither failing nor passing and will allow you to move on to another section. The additional sections are called "testlets", each containing 15 questions and lasting for 28 minutes. At the end of each testlet, the same scoring decision as used at the end of the base test

will occur and the exam will either end or continue. If you receive the base test and all testlets (6), then you will receive a maximum of 6 hours of seat time.

Scheduling Your Examination Appointment

AUTHORIZATION TO TEST

Upon confirmation of your registration eligibility by NCTRC, NCTRC will notify Prometric. Prometric will mail to your attention an Authorization to Test (ATT). Please review your name and address information on the ATT carefully to ensure that it is accurate. Your name, as it appears on this ATT, **must exactly match** the name that appears on your government issued photo identification. If this information is incorrect please contact NCTRC immediately.

You will need your ATT to schedule an appointment to take the NCTRC exam. Once you register for the exam you will receive a confirmation email from Prometric. You are highly encouraged to bring a copy of the confirmation email to the test center.

PROCEDURE FOR SCHEDULING YOUR NCTRC EXAM

You may take the NCTRC exam at any Prometric Testing Center provided there is space available. When you receive your ATT, visit www.Prometric.com/NCTRC or call Prometric at 1-888-999-3926 to make your appointment. Do not call until you receive your ATT. Have your ATT available when you make your call. The Prometric Testing Center staff will ask you to supply your name, telephone number and your authorization number from your ATT. You will also be asked for your preference for date of testing at a Prometric Testing Center.

If your first choice of date is unavailable, you will be offered an alternative that is as close to your first choice as possible.

Make a note of when and where you have been scheduled for the examination. Confirmation of your appointment will be sent to you by Prometric. If you arrive at the test center on the wrong date and time, you will not be able to reschedule your appointment and you will forfeit your test fee. Be sure to ask for directions to the Prometric Testing Center, if you need them.

Your appointment must be scheduled at least 48 hours prior to the test date.

Note: Candidates approved for special accommodations must call 1-800-967-1139 to schedule their appointment for administration.

PROCEDURES FOR SCHEDULING VIA INTERNET

- You may schedule your appointment via the Internet by going to: www.Prometric.com/NCTRC.
- Select Start , choose your country and state. Select Next. You will then get the opening page regarding scheduling your appointment. Continue by following the instructions.
- If you require Special Needs Accommodations, you cannot schedule your test via the Internet. Please call the Special Accommodations Department in the Candidate Services Contact Center at 1-800-967-1139 to schedule your examination.

PROCEDURES FOR CHANGING OR CANCELING YOUR NCTRC APPOINTMENTS

- If you need to reschedule your appointment, you must do so by noon of the second business day before the appointment. For example, to reschedule an examination for Tuesday, you must notify the test center or the CSCC by noon on the Saturday before the Tuesday appointment. Call the test center where you are scheduled or the toll-free number 1-888-999-3926. Notification must be left directly with the administrator at the test center. **DO NOT** leave a message on the answering machine; it does not constitute official notification.
- If you need to cancel your appointment, you must contact NCTRC at (845) 639-1439 directly within 48 hours of the exam appointment.
- Special needs candidates must call the Special Conditions Coordinator at (800) 967-1139 to cancel.
- A cancellation does not automatically insure a withdrawal refund.
 - If you withdraw prior to the test registration roster being sent to the testing company, you may receive a 100% refund of the exam fee. The request for test withdrawal must be sent to NCTRC in writing via fax, email or postal carrier.
 - A request for a test withdrawal received after the final test registration roster has been sent to the testing company will result in a 50% refund provided that you have not made an appointment at a testing center. If you

have made an appointment then you must both cancel the appointment by noon two days prior to the appointment date and provide a written request for a refund from NCTRC with the same time frame to qualify for a 50% withdrawal refund.

- If you fail to arrive for your test appointment or cancel without giving at least two business days notice, you will forfeit the entire examination fee and your ATT will be invalidated.
- Examination withdrawal refunds will be issued following the completion of the testing window.

Personal Identification and Examination Security

Prometric is committed to a strong, secure, testing environment for all candidates visiting one of its test centers. Over the past few years, Prometric has made several significant investments to further strengthen security in our test centers, including a global roll-out of digital video recorders and enhancements to biometrics at certain centers.

Because of the importance of the NCTRC exams, numerous security measures will be enforced during the test administrations. Strict candidate identification requirements have been established.

IDENTIFICATION REQUIREMENTS

- You should always use the same form of your name. Do not change the spelling and do not change the order of your name.
- If you need to contact Prometric for any assistance, use the same form of your name that is on your NCTRC registration form.
- When you arrive at the test center, you will be required to present your ATT and one form of valid, government issued photo and signature bearing identification. Expired ID's will not be accepted. You will not be admitted to the examination without the proper identification and your ATT. If you arrive without proper ID, you will not be allowed to test and will be considered a "no-show", and your exam fee will be forfeited.
- If your name has changed since you registered for the examination, you will need to bring documentation of this change (e.g., a marriage license) with you for identification purposes.

Acceptable forms of identification (**which must include your signature and photograph**) are: current (valid) driver's license, employee identification card, state identification card, or a current (valid) passport. Your ID photo must be current and look like you. Your signature on the ID must match your signature on the Test Center roster when you check-in. The spelling of your name on your ID must match the Test Center's record and your ATT.

ADDITIONAL PRECAUTIONS

You will be observed at all times while taking the examination. This observation will include direct observation by test center staff as well as video and audio monitoring of your examination session.

ON THE DAY OF THE EXAMINATION

The staff at each Prometric Testing Center follows designated procedures to ensure that the operation of the test center meets the NCTRC criteria for standardized testing. Plan to arrive at the Prometric Testing Center at least 30 minutes before your scheduled testing time. If you arrive 30 minutes after your scheduled appointment, you may be required to forfeit your appointment. If you forfeit your appointment, you will be required to register again. Waiting areas at the Prometric Testing Centers are small. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

The following activities will occur when you arrive at the Prometric Testing Centers for your appointment:

1. You must present your ATT and one form of valid, government issued photo and signature bearing identification. Your ATT will be collected at the Prometric Testing Centers.
2. You will be asked to sign in at the center. Your signature will be compared to your identification that you present. You will be asked to sign your name every time you enter or leave the testing area within the center.
3. You will be required to leave your personal belongings outside the testing room. Secure storage will be provided. However, you should keep your government issued identification with you at all times. If you leave the testing room for any reason, you will be required to show the test administrator your identification to be readmitted to the room. Storage space is small, so candidates should plan appropriately. Do not take large bags, textbooks, notebooks, or any other unnecessary items to the test center. Prometric Testing Centers assume no responsibility for candidates' personal belongings.

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4. As of July 1, 2011 Prometric TCAs began using hand-held metal detector wands to scan all candidates in the AP&C Test Centers in the United States and Territories. All candidates are scanned prior to each entry into the test room, including returns from breaks. Candidates are still required to turn their pockets out, and the scan is done immediately afterward. The purpose of the wand scan is to take an additional step in identifying any prohibited devices that a candidate might attempt to take into the testing room. Prometric's Security Department conducted a pilot of this program in 2010 using the wands for a period of five months. Approximately 60,000 candidates were scanned during that time. Ultimately, the wand was found to be a strong deterrent and operationally effective. Based on the results of the pilot, Prometric decided to move forward with this program and has deployed hand-held metal detectors to all US Test Centers.
 5. In addition to this message, information about wanding has been added to Prometric's standard Test Center Regulations Form. This form is posted on Prometric's website and is given to all candidates to read prior to check-in. The scan will be done in full view of the TCA DVR camera so it will be recorded, and any candidate complaints or escalations can be properly investigated. All candidates will be required to submit to the scans. Any candidates refusing to be scanned will not be permitted to test. Please rest assured that the metal detectors do not affect pregnancies, pacemakers, or other medical equipment that's connected to the body.
 6. The test administrator will give you a short orientation and will then escort you to a computer terminal. You must remain in your seat during the examination, except when authorized to leave by a test center staff member.
 7. At the beginning of the exam, you will be required to signify your assent to the terms and conditions of the Confidentiality and Conduct Agreement.
 8. The test administrator will provide you with a packet of scratch paper that may be replaced as needed during testing. You may not take your own scratch paper or pencil to the examination, nor may you remove the scratch paper from the testing room during breaks. Scratch paper must be given to the test administrator upon completion of your test.
 9. Raise your hand to notify the test administrator if you:
 - believe you have a problem with your computer
 - need more scratch paper
 - need to take a break
 - need assistance for any reason
 10. Disposable earplugs will be available from the administrator.
 11. The clock will continue to run and will not be turned off for unplanned, unscheduled breaks. If there is a power outage, the time will stop counting down. The test will resume at the point where it left off when power is restored.
 12. After your examination is finished, you will be asked to complete a brief, computer-delivered questionnaire about your testing experience.
 13. The test administrator will collect all scratch paper. Removing scratch paper from the test center is considered an act of misconduct.
 14. If you have any additional comments, you are encouraged to send your comments directly to Prometric/NCTRC, 1501 S. Clinton Street, 14th Floor, Baltimore, MD 21224.
 15. Dress comfortably for the exam.

Please Note: On rare occasions, technical problems and weather emergencies may require rescheduling of a candidate's examination. If delays are extended more than 30 minutes past a scheduled appointment, the candidate will be offered the opportunity to reschedule without cost.

CONFIDENTIALITY AND CONDUCT AGREEMENT

"The contents of NCTRC's Exams are copyrighted, proprietary, and confidential. Disclosure or reproduction of any portion of a NCTRC Exam to any individual or entity for any purpose whatsoever is prohibited. Such activity will result in the invalidation of test scores and may result in civil and/or criminal prosecution.

You can be disqualified from taking or continuing to sit for an examination, or from receiving examination results, or your scores might be canceled if there is substantial reason to believe through proctor observations, statistical analysis, and/or other evidence that your score may not be valid or that you were engaged in collaborative, disruptive, or other unacceptable behavior during the administration of this examination."

TEST CENTER REGULATIONS

To ensure that all candidates' results are earned under comparable conditions and represent fair and accurate measurement, it is necessary to maintain a standardized testing environment. The following regulations are strictly enforced. No papers, books, food, or purses are allowed in the testing room. No eating, drinking, or use of tobacco is allowed in the testing room.

GROUNDS FOR DISMISSAL

Any candidate who does not have positive identification, who uses unauthorized aids, or who does not follow the testing procedures can be dismissed from the test center. NCTRC may choose to have the test scores of such candidates canceled. A candidate who is believed to be engaging in misconduct and does not heed the administrator's warning to discontinue the behavior may be dismissed from the test center. All of the following behaviors are considered to be misconduct:

- giving or receiving unauthorized assistance of any kind
- using any unauthorized aids
- attempting to take the examination for someone else
- failing to follow testing regulations or the instructions of the test administrator
- creating a disturbance of any kind
- removing or attempting to remove examination questions and/or responses (in any format) or notes about the examination from the testing room
- tampering with the operation of the computer or attempting to use it for any function other than taking the examination

CANDIDATE MISCONDUCT

NCTRC examinations serve an important public function, and no misconduct will be tolerated. Before test scores are canceled for misconduct, the candidate is notified and given an opportunity to provide additional information. If during the administration of an examination, a test administrator believes misconduct is taking place, certain options shall be available to the test administrator.

- A test administrator may dismiss a candidate from the test and file a report with Prometric stating the action and the reasons for dismissal.
- A test administrator may choose not to dismiss the candidate from the test; however, under such circumstances the test administrator will file an irregularity report with Prometric describing his or her observations.
- In either event, when a test administrator reports to Prometric that a candidate might have committed misconduct during an examination, that candidate's test record is reviewed by Prometric and NCTRC.
- Prometric and NCTRC have the right to question any test score whose validity is in doubt because the score may have been obtained unfairly. Prometric first undertakes a confidential review of the circumstances giving rise to the questions about score validity. If there is sufficient cause to question the score, Prometric will refer the matter to NCTRC. NCTRC expects all individuals to cooperate in any NCTRC investigation or any investigation carried out by the NCTRC authorized testing service.
- NCTRC reserves the right to cancel any examination scores if, in the sole opinion of NCTRC, there is adequate reason to question its validity. NCTRC, in its discretion, will (i) offer the individual an opportunity to take the examination again at no additional fee, or (ii) provide review, hearing, and determination of validity of the examination, pursuant to the filing of appropriate requests to NCTRC's Standards Review Committee and Standards Hearing Committee.
- **Copyright.** All proprietary rights in the examinations, including copyright and trade secret, are held by the National Council for Therapeutic Recreation Certification. In order to protect the integrity of the examinations and to assure the validity of the scores that are reported, candidates must adhere to strict guidelines regarding proper conduct in handling these copyrighted, proprietary examinations. Any attempt to reproduce all or part of an examination is strictly prohibited by law. Such an attempt includes, but is not limited to: removing materials from the examination room; aiding others by any means in reconstructing any portion of an examination; or selling, distributing, receiving, or having unauthorized possession of any portion of an exam. Alleged copyright violations will be investigated and, if warranted, prosecuted to the fullest extent of the law. It should also be noted that examination scores might be invalidated in the event of this type of suspected breach.

Reporting Test Results

Candidates will receive an unofficial pass or fail score notification at the test center. The score notification will be available on the computer screen and not in written format. Official written score reports will be mailed from Prometric **at the conclusion of the testing window**. Passing candidates receive a score report with PASS indicated. The exam is designed as a knowledge competency test and is not intended to distinguish among scores above the passing point. Therefore, no scores are reported for passing candidates. This policy is established as a safeguard against misuse of the exam scores of passing candidates. If a candidate does not pass the examination, the score report will indicate that the candidate was unsuccessful in achieving the required passing scaled score. The score report of those who do not pass will indicate a scaled score between 20

and 54 along with diagnostic indicators for the four content areas included in the exam. The diagnostic indicators are intended to help identify areas of strength and weakness; they are not to be used for pass/fail determination because this would lead to unreliable decisions.

The diagnostic indicators are as follows:

| <i>Rating</i> | <i>Indication</i> |
|---------------|--|
| 1 | The candidate's score is below the level of minimum competency. |
| 2 | The candidate's score is at or above the minimum acceptable competency level. |

Each candidate, regardless of the length of the examination, receives a test that conforms to the content outline for the test appearing in these Certification Standards and is given sufficient opportunity to demonstrate possession of the knowledge required to practice as a minimally competent entry-level CTRS. Matching the above scale of indicators to the content areas of the exam will aid the candidate in further preparation for future exam.

A duplicate copy of the score report is available by sending a letter of request to Prometric along with a fee of \$10.00 payable to Prometric.

NOTE: AN ELIGIBLE CANDIDATE WHO DOES NOT PASS THE TEST MAY REGISTER TO TAKE THE NEXT SCHEDULED TEST.

Exam Content Outline

The NCTRC Job Analysis documents the knowledge and skills used in therapeutic recreation practice. The job responsibilities represent the core components of current Therapeutic Recreation practice. The exam content below is based on the knowledge areas of the job analysis study.

Test Content

| Content Areas | Number of Test Items (Testlet) | Final Percentage |
|--------------------------------------|--------------------------------|------------------|
| Foundational Knowledge | 5 | 33.3% |
| A. Background | 1 | |
| B. Diagnostic Groupings | 3 | |
| C. Theories and Concepts | 1 | |
| Practice of TR/RT | 7 | 46.7% |
| A. Strategies and Guidelines | 1 | |
| B. Assessment | 2 | |
| C. Documentation | 2 | |
| D. Implementation | 2 | |
| Organization of TR/RT | 2 | 13.3% |
| A. TR Service Delivery | 1 | |
| B. Administrative Tasks | 1 | |
| Advancement of the Profession | 1 | 16.7% |
| Total | 15 | 100% |

I. Foundational Knowledge (33.3%)

A. Background

1. Human growth and development throughout the lifespan
2. Theories of human behavior and theories of behavior change
3. Principles of behavioral change (e.g., self-efficacy theory, experiential learning model)
4. Diversity factors (e.g., social, cultural, educational, language, spiritual, financial, age, attitude, geography)
5. Concepts and models of health and human services (e.g., medical model, community model, education model,

psychosocial rehabilitation model, health and wellness model, person-centered model, International Classification of Functioning {ICF})

6. Principles of group interaction, leadership, and safety

B. Diagnostic Groupings

1. Cognition and related impairments (e.g., dementia, traumatic brain injury, developmental/learning disabilities)
2. Anatomy, physiology, and kinesiology and related impairments (e.g., impairments in musculoskeletal system, nervous system, circulatory system, respiratory system, endocrine and metabolic disorders, infectious diseases)

3. Senses and related impairments (e.g., vision, hearing)
4. Psychology and related impairments (e.g., mental health, behavior, addictions)

C. Theories and Concepts

1. Normalization, inclusion, and least restrictive environment
2. Architectural barriers and accessibility
3. Societal attitudes (e.g., stereotypes)
4. Legislation (e.g., Americans with Disabilities Act, Individuals with Disabilities Education Act, Older Americans Act)
5. Relevant guidelines and standards (e.g., federal and state regulatory agencies)
6. Theories of play, recreation and leisure
7. Social psychological aspects of play, recreation and leisure
8. Leisure throughout lifespan
9. Leisure lifestyle development

II. Practice of Therapeutic Recreation/Recreation Therapy (46.7%)

A. Strategies and Guidelines

1. Concepts of TR/RT (e.g., holistic approach, recreative experience, special/adaptive recreation, inclusive recreation, using recreation as a treatment modality)
2. Models of TR/RT service delivery (e.g., Leisure Ability model, Health Protection/Health Promotion model, TR Service Delivery model)
3. Practice settings (e.g., hospital, long-term care, community recreation, correctional facilities)
4. Standards of practice for the TR/RT profession
5. Code of ethics in the TR/RT field and accepted ethical practices with respect to culture, social, spiritual, and ethnic differences

B. Assessment

1. Current TR/RT/leisure assessment instruments
2. Other inventories and questionnaires (e.g., standardized rating systems, developmental screening tests, MDS, FIM, GAF)
3. Other sources of assessment data (e.g., records or charts, staff, support system)
4. Criteria for selection and/or development of assessment (e.g. purpose, reliability, validity, practicality, availability)
5. Implementation of assessment
6. Behavioral observations related to assessment
7. Interview techniques for assessment
8. Functional skills testing for assessment

9. Sensory assessment (e.g., vision, hearing, tactile)
10. Cognitive assessment (e.g., memory, problem solving, attention span, orientation, safety awareness)
11. Social assessment (e.g., communication/interactive skills, relationships)
12. Physical assessment (e.g., fitness, motor skills function)
13. Affective assessment (e.g., attitude toward self, expression)
14. Leisure assessment (e.g., barriers, interests, values, patterns/skills, knowledge)

C. Documentation

1. Impact of impairment and/or treatment on the person served (e.g., side effects of medications, medical precautions)
2. Interpretation of assessment and record of person served
3. Documentation of assessment, progress/functional status, discharge/transition plan of person served (e.g., SOAP, FIM)
4. Methods of writing measurable goals and behavioral objectives

D. Implementation

1. Nature and diversity of recreation and leisure activities
2. Selection of programs, activities and interventions to achieve the assessed needs of the person served
3. Purpose and techniques of activity/task analysis
4. Activity modifications (e.g., assistive techniques, technology and adaptive devices, rule changes)
5. Modalities and/or interventions (e.g., therapeutic recreation/recreation therapy activities, leisure skill development, assertiveness training, stress management, social skills, community reintegration)
6. Facilitation techniques and/or approaches (e.g., behavior management, counseling skills)
7. Leisure education/counseling

III. Organization of Therapeutic Recreation/Recreation Therapy Service (13.3%)

A. TR Service Design

1. Program design relative to population served
2. Type of service delivery systems (e.g., health, leisure services, education and human services)
3. Role and function of other health and human service professions and of interdisciplinary approaches
4. Documentation procedures for program accountability, and payment for services

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5. Methods for interpretation of progress notes, observations, and assessment results of the person being served

B. Administrative Tasks

1. Evaluating agency or TR/RT Service program
2. Quality improvement guidelines and techniques (e.g., utilization review, risk management, peer review, outcome monitoring)
3. Components of agency or TR/RT Service plan of operation
4. Personnel, intern, and volunteer supervision and management
5. Payment system (e.g., managed care, PPO, private contract, Medicare, Medicaid, DRG)
6. Facility and equipment management
7. Budgeting and fiscal responsibility

IV. Advancement of the Profession (6.7%)

1. Historical development of TR/RT
2. Accreditation standards and regulations (e.g., JCAHO, CARF, CMS)

3. Professionalism: professional behavior and professional development
4. Requirements for TR/RT credentialing (e.g., certification, recertification, licensure)
5. Advocacy for persons served
6. Legislation and regulations pertaining to TR/RT
7. Professional standards and ethical guidelines pertaining to the TR/RT profession
8. Public relations, promotion and marketing of the TR/RT profession
9. Methods, resources and references for maintaining and upgrading professional competencies
10. Professional associations and organizations
11. Partnership between higher education and direct service providers to provide internships and to produce, understand and interpret research for advancement of the TR/RT profession
12. Value of continuing education and in-service training for the advancement of the TR/RT profession

How is Your Score Determined

The passing score was established via a systematic procedure (Passing Score Study) that employed the judgment of a representative group of Certified Therapeutic Recreation Specialists from across the country with the assistance of Prometric. This group of CTRSs recommended to NCTRC a standard of what a minimally competent entry-level recreational therapist needs to know about the tested content to obtain a passing score. The final decision regarding the passing score was made by NCTRC Board of Directors and will be applied to the test you are administered.

For the NCTRC exam, there is one reported pass/fail decision score. A total scaled score of at least 55 is needed to pass the exam. Scores are determined by converting the number of questions answered correctly (i.e., each correct question is worth the same) to a scaled score that ranges from approximately 20 to beyond 55. The number of questions administered to each candidate along with the number answered correctly is taken into account in computing the scaled score.

A scaled score is neither the number of questions answered correctly nor the percentage of questions answered correctly. A scaled score is a transformed raw score (the number of examination questions answered correctly given the length of the examination taken). To interpret any examination score, a uniform frame of reference is required. Scaled scores provide that frame of reference based on the standard adopted by NCTRC of the amount of knowledge necessary to pass without regard to the specific exam form or version taken.

EXAM SCORE INFORMATION

RELIABILITY: Reliability refers to the consistency of the exam scores. Exam scores can be inconsistent due to a variety of factors depending on the condition of the test taker, the kind of exam given, situational factors external to the exam, and/or the way a particular exam is scored. Reliability also refers to the degree to which exam scores are free from errors of measurement. Errors of measurement can occur when an exam taker may perform differently on one occasion than on another for reasons that may or may not be related to the purpose of the exam. A person may try harder, be more tired or anxious, have greater familiarity with the content of questions on one exam form than on another, or simply guess correctly on more questions on one occasion than on another.

Another kind of reliability involves the consistency with which exams with cut scores are classified as either passing or failing. For these and other reasons, a person's score will not be perfectly consistent from one occasion to the next.

The concept of reliability is expressed as a reliability coefficient. Reliability coefficients range from 0 (absence of reliability) to 1 (perfect reliability). In the past, the reliability for the total exam score (content consistency) has been about .90 for the total score. The reliability of how consistently candidates were classified as either passing or failing has been about .83. The score reliabilities for the seven content areas have ranged from a low of .47 to a high of .68; the consistency of classifying examinees

to one of the three diagnostic levels has ranged from .79 to .86 for the seven content area diagnostic scores.

STANDARD ERROR OF MEASUREMENT: Since no measure of exam performance is perfectly accurate, it might be asked, “How accurate is my scaled score?” This question is not directly answerable, since it requires knowing what the candidate’s score should be (the true score). The true score can never be known. The difference between the actual exam score and the true exam score is the “error of measurement” associated with a particular form of the exam. Since a person’s score will vary from one exam form to another, it would be convenient to estimate the amount of variation one can expect for any given exam form. Such an estimate can be calculated and is called the standard error of measurement (SEM). If an exam could measure the elements of the subject matter without error, the value of the SEM associated with that exam would be zero.

WHAT EQUATING DOES: Exam developers attempt to make each new form (edition) of the exam equal in difficulty to previous forms. However, difficulty level varies somewhat from one exam form to another. Equating makes mathematical adjustments to scores on one form of the exam so that scores on that exam are comparable to scores on any other form of the exam.

AN ILLUSTRATION OF EQUATING: Suppose we have two individuals, the candidate and a friend, and both are equal in mathematical ability. Both take a mathematics exam. Both exams are intended to cover the same type of mathematics questions; however, the exam the candidate takes is more difficult than the one the friend takes. The candidate answered 135 questions correctly on the exam. The friend answered 140 questions correctly on his/her exam. It obviously would not be accurate or fair to conclude, on the basis of the exam scores, that the candidate was not as skilled in mathematics as the friend was. The difference in the exam scores was not due to one’s mathematical abilities, because our first assumption was that the candidate and the friend were of equal ability. The difference in the scores was because one exam form was harder than the other was. Equating allows us to determine that a 135 on the exam that the candidate took represents the same level of mathematical knowledge, skills and abilities as a score of 140 on the exam the friend took.

THE PURPOSE OF SCALING: Scaling allows scores to be reported on a common scale. Instead of having to remember that a 135 on the exam the candidate took is equivalent to a 140 on the exam that the friend took, we can use a common scale and report the score as a scaled score of 60. Since we know that the friend’s score of 140 is equal to the score of 135, the friend’s score would also be reported as a scaled score of 60.

COMPLAINTS

Candidates with complaints or comments about Prometric Testing Centers facilities and/or supervision, examination content, or any other matter related to the testing program should complete the exit evaluation questionnaire on the computer at the test center or write to:

Prometric/NCTRC
1501 S. Clinton Street, 14th Floor
Baltimore, MD 21224

EXAM REFERENCES

NCTRC provides a reference list of the major therapeutic recreation literature (*See page 35*) that was available as reference material in the development of the national exam for CTRS certification.

TO PREPARE TO TAKE THE NCTRC CERTIFICATION EXAM

1. Review the Exam Content Outline. The percentage of the total examination allotted to each major content area is indicated in parentheses.
2. Review the list of exam references for further information.
3. Look at the sample items to become familiar with the nature of the individual exam questions.
4. Go to www.NCTRC.org for additional resources and study aids on computer based testing.

2007 NCTRC Job Analysis Job Tasks and Knowledge Areas for the Certified Therapeutic Recreation Specialist

A benchmark for any profession is its ability to routinely monitor its own practice through an ongoing process of self-regulation. Paramount to this process is the establishment of a credentialing program that enabled the profession to safeguard consumers by stating who is competent to practice. The establishment of a valid job analysis is essential to the integrity of a credentialing program and an exam program.

In 2007, NCTRC completed its third comprehensive Job Analysis Study. The list of tasks below are the current tasks performed by the Certified Therapeutic Recreation Specialist. These job tasks represent the therapeutic recreation process. The

knowledge base for therapeutic recreation practice forms the basis of the NCTRC exam content and is used to evaluate pre-service and continuing education for therapeutic recreation.

Job Tasks of the Certified Therapeutic Recreation Specialist

Professional Roles and Responsibilities

1. Establish and maintain therapeutic relationship with person served
2. Create and maintain a safe and therapeutic environment
3. Maintain CTRS credential
4. Participate in in-service training and staff development
5. Maintain knowledge of current TR/RT trends, techniques, methods, issues, and professional and legal standards
6. Enhance professional competence through additional credentials and/or contribution to TR/RT field (e.g., professional presentations, research, attending conferences)
7. Adhere to professional standards of practice and code of ethics
8. Participate in quality improvement process (e.g., exit interviews, customer service satisfaction, peer reviews)
9. Participate in agency/professional committees

Assessment

10. Request and secure referrals from professionals or other sources
11. Obtain and review pertinent information about person served (e.g., records or charts, staff, support system)
12. Select and/or develop assessment methods based on needs of the person served and setting (e.g., interview, observation, task performance, established instruments)
13. Conduct assessments using selected methods to determine physical, social, affective, cognitive, leisure, and/or lifestyle functioning
14. Analyze and interpret results from assessments
15. Integrate, record, and disseminate results gathered to appropriate individuals (e.g., person served, treatment team)

Planning Interventions and/or Programs

16. Discuss results of assessment and involve the person served or appropriate others (e.g., parent or legal guardian, support system, treatment team, service providers) in the design of individualized intervention plan

17. Develop and document individualized intervention plan with goals, objectives, evaluation criteria, and discharge/transition plan
18. Develop and/or select interventions and approaches to achieve individual and/or group goals
19. Develop and/or select protocols for individual or group session
20. Utilize activity and/or task analysis prior to interventions/programs
21. Select adaptations, modifications and/or assistive technology

Implementing Interventions and/or Programs

22. Explain the purpose and outcomes of the intervention/program and steps to be followed to the person served
23. Implement individual and/or group sessions, protocols, and/or programs
24. Use leadership and facilitation techniques to maximize therapeutic benefit (e.g., role-modeling, reflective listening)
25. Monitor and address safety concerns throughout the intervention/program
26. Observe person served for response to intervention/program and note important data (e.g., interaction with others, group, or therapist)
27. Monitor effectiveness of individual and/or group intervention/program plans and make modifications as needed

Evaluate Outcomes of the Interventions and/or Programs

28. Evaluate changes in functioning of the person served
29. Determine effectiveness of individual intervention plan and adjust as needed
30. Revise individualized intervention plan as necessary with input from the person served and appropriate others (e.g., parent or legal guardian, support system, treatment team, service providers)
31. Evaluate individual's need for additional, alternative or termination of services
32. Determine effectiveness of protocols, modalities, and/or programs for targeted groups

Documenting Intervention Services

33. Record behavioral observations, progress, functioning, and intervention outcomes of the person served
34. Document unusual occurrences, accidents and incidents relating to risk management
35. Document protocols, modalities and/or program effectiveness

Working with Treatment and/or Service Teams

36. Provide information to team members concerning the range of available TR/RT services
37. Communicate information regarding person served to team members in a timely and appropriate manner (e.g., behavioral changes, functional status)
38. Coordinate or integrate intervention plan with other service providers for the person served (e.g., care planning)
39. Develop and provide collaborative services with other team members as necessary (e.g., co-treatment)

Organizing Programs

40. Maintain equipment and supply inventory
41. Plan and coordinate support services (e.g., transportation, housekeeping, dietary)
42. Maintain program budget and expense records
43. Develop and distribute schedules (e.g., programs, special events, programming changes)

Managing TR/RT Services

44. Comply with standards and regulations (e.g., government, credentialing, agency, professional)
45. Conduct an initial and/or on-going organizational needs assessment for TR/RT service delivery (e.g., populations served, internal and external resources)
46. Prepare and update comprehensive TR/RT written plan of operation (e.g., programs, risk management, policies and procedures)
47. Confirm that programs are consistent with agency mission and TR/RT Service philosophy and goals
48. Recruit, train, educate, supervise, and evaluate professionals, paraprofessionals and/or volunteers (e.g., plan in-service training, develop staffing schedules)
49. Provide staff development and mentorship
50. Develop, implement and/or maintain TR/RT internship program in accordance with legal requirements and professional guidelines
51. Prepare, implement, evaluate, and monitor TR/RT service annual budget
52. Support research programs or projects
53. Prepare and report quality improvement data
54. Write summary reports of TR/RT Services

Public Awareness and Advocacy

55. Establish and maintain network with organizations and advocates (e.g., community agencies, universities, allied health professions)
56. Advocate for rights for persons served (e.g., access, inclusion, independence, transportation)
57. Provide education to the community (e.g., explanations of purpose of program/interventions; initiating opportunities to expand community awareness

of value of TR/RT; organization of TR/RT service)

58. Promote the agency, TR/RT services and the profession through marketing and public relations

Required Knowledge Areas for the Certified Therapeutic Recreation Specialist

Foundational Knowledge (FKW)

1. Theories of play, recreation and leisure
2. Social psychological aspects of play, recreation and leisure
3. Diversity factors (e.g., social, cultural, educational, language, spiritual, financial, age, attitude, geography)
4. Human growth and development throughout the lifespan
5. Theories of human behavior and theories of behavior change
6. Leisure throughout lifespan
7. Leisure lifestyle development
8. Concepts and models of health and human services (e.g., medical model, community model, education model, psychosocial rehabilitation model, health and wellness model, person-centered model, International Classification of Functioning)
9. Cognition and related impairments (e.g., dementia, traumatic brain injury, developmental/learning disabilities)
10. Anatomy, physiology, and kinesiology and related impairments (e.g., impairments in musculoskeletal system, nervous system, circulatory system, respiratory system, endocrine and metabolic disorders, infectious diseases)
11. Senses and related impairments (e.g., vision, hearing)
12. Psychology and related impairments (e.g., mental health, behavior, addictions)
13. Normalization, inclusion, and least restrictive environment
14. Architectural barriers and accessibility
15. Societal attitudes (e.g., stereotypes)
16. Legislation (e.g., Americans with Disabilities Act, Individuals with Disabilities Education Act, Older Americans Act)
17. Relevant guidelines and standards (e.g., federal and state regulatory agencies)
18. Principles of group interaction, leadership, and safety
19. Principles of behavioral change (e.g., self-efficacy theory, experiential learning model)

Practice of Therapeutic Recreation/Recreation Therapy (PTR)

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20. Concepts of TR/RT (e.g., holistic approach, recreative experience, special/adaptive recreation, inclusive recreation, using recreation as a treatment modality)
 21. Models of TR/RT service delivery (e.g., Leisure Ability model, Health Protection/Health Promotion model, TR Service Delivery model)
 22. Practice settings (e.g., hospital, long-term care, community recreation, correctional facilities)
 23. Standards of practice for the TR/RT profession
 24. Code of ethics in the TR/RT field and accepted ethical practices with respect to culture, social, spiritual, and ethnic differences
 25. Impact of impairment and/or treatment on the person served (e.g., side effects of medications, medical precautions)
 26. Criteria for selection and/or development of assessment (e.g., purpose, reliability, validity, practicality, availability)
 27. Implementation of assessment
 28. Behavioral observations related to assessment
 29. Interview techniques for assessment
 30. Functional skills testing for assessment
 31. Current TR/RT/leisure assessment instruments
 32. Other inventories and questionnaires (e.g., standardized rating systems, developmental screening tests, MDS, FIM, GAF)
 33. Other sources of assessment data (e.g., records or charts, staff, support system)
 34. Interpretation of assessment and record of person served
 35. Sensory assessment (e.g., vision, hearing, tactile)
 36. Cognitive assessment (e.g., memory, problem solving, attention span, orientation, safety awareness)
 37. Social assessment (e.g., communication/interactive skills, relationships)
 38. Physical assessment (e.g., fitness, motor skills function)
 39. Affective assessment (e.g., attitude toward self, expression)
 40. Leisure assessment (e.g., barriers, interests, values, patterns/skills, knowledge)
 41. Documentation of assessment, progress/functional status, discharge/transition plan of person served (e.g., SOAP, FIM)
 42. Nature and diversity of recreation and leisure activities
 43. Purpose and techniques of activity/task analysis
 44. Leisure education/counseling
 45. Selection of programs, activities and interventions to achieve the assessed needs of the person served
 46. Activity modifications (e.g., assistive techniques, technology and adaptive devices, rule changes)
 47. Modalities and/or interventions (e.g., therapeutic recreation/recreation therapy activities, leisure skill development, assertiveness training, stress management, social skills, community reintegration)

48. Facilitation techniques and/or approaches (e.g., behavior management, counseling skills)

Organization of Therapeutic Recreation/Recreation Therapy Service (ORG)

49. Program design relative to population served
50. Type of service delivery systems (e.g., health, leisure services, education and human services)
51. Methods of writing measurable goals and behavioral objectives
52. Role and function of other health and human service professions and of interdisciplinary approaches
53. Documentation procedures for program accountability, and payment for services
54. Methods for interpretation of progress notes, observations, and assessment results of the person being served
55. Evaluating agency or TR/RT Service program
56. Quality improvement guidelines and techniques (e.g., utilization review, risk management, peer review, outcome monitoring)
57. Components of agency or TR/RT Service plan of operation
58. Personnel, intern, and volunteer supervision and management
59. Payment system (e.g., managed care, PPO, private contract, Medicare, Medicaid, DRG)
60. Facility and equipment management
61. Budgeting and fiscal responsibility

Advancement of the Profession (ADV)

62. Historical development of TR/RT
63. Accreditation standards and regulations (e.g., JCAHO, CARE, CMS)
64. Professionalism: professional behavior and professional development
65. Requirements for TR/RT credentialing (e.g., certification, recertification, licensure)
66. Advocacy for persons served
67. Legislation and regulations pertaining to TR/RT
68. Professional standards and ethical guidelines pertaining to the TR/RT profession
69. Public relations, promotion and marketing of the TR/RT profession
70. Methods, resources and references for maintaining and upgrading professional competencies
71. Professional associations and organizations
72. Partnership between higher education and direct service providers to provide internships and to produce, understand and interpret research for advancement of the TR/RT profession
73. Value of continuing education and in-service training for the advancement of the TR/RT profession

DEFINITION OF TERMS

Given the diversity and varied settings in which TR/RT services are practiced, it becomes a challenge to select terminology that is inclusive of the entire profession. The list provided here represents terms chosen to describe aspects of practice and the persons served. These terms are broad-based and can be applied to all settings and populations served. The intent here is to “include” rather than “exclude” any aspect of the profession.

Therapeutic Recreation/Recreation Therapy: all references to TR/RT in this document are intended to be used interchangeably.

Persons Served: a patient, client, consumer, participant or resident.

Individualized Intervention Plan: an individualized plan of care or intervention for a person served by a qualified TR/RT professional (CTRS) based on assessed strengths and needs, and includes goals, objectives and intervention strategies aimed at fostering desirable and necessary outcomes.

Treatment/Service Teams: also referred to as “intervention team”, and “multidisciplinary, interdisciplinary, transdisciplinary team”. A treatment team is a group of qualified professionals who provide individual and collective treatment to address the needs of a specific individual receiving service.

Standards of Practice: statements of professional expectations for service delivery in order to assure systematic provision of recreation therapy services. Such statements are set by the organizations representing the specific profession.

Inclusion: a planning process in which individuals with disabilities have the opportunity to participate fully in all community activities offered to people without disabilities. Inclusion requires providing the necessary framework for adaptations, accommodations and supports so that individuals can benefit equally from an experience.

Outcomes: observed changes in an individual’s health status and functional abilities as a result of services. Outcomes must be measurable, achievable, documented, meaningful, and linked to professional intervention.

Standards of Knowledge, Skills and Abilities for the CTRS:

1. possess knowledge of the theories and concepts of therapeutic recreation, leisure, social psychology, and human development as related to the nature and scope of health and human service delivery systems and the ability to integrate these in a variety of settings.
2. possess an essential knowledge of the diversity of the populations including diagnostic groups served within the therapeutic recreation process, including etiology, symptomatology, prognosis, treatment of conditions and related secondary complications. Possess a basic understanding of and ability to use medical terminology.
3. have a thorough understanding of the assessment process utilized within therapeutic recreation practice including, but not limited to, purpose of assessment, assessment domain (including cognitive, social, physical, affective, leisure, background information), assessment procedures (including behavioral observation, interview, functional skills testing, a general understanding of current TR/leisure assessment instruments, inventories and questionnaires and other sources of commonly used multidisciplinary assessment tools, including standardized measures), selection of instrumentation, general procedures for implementation and the interpretation of findings.
4. have a basic understanding of the published standards of practice for the profession of therapeutic recreation and the influence that such standards have on the program planning process.
5. possess detailed knowledge of the intervention planning process, including program or treatment plan design and development, programming considerations, types of programs, nature and scope of interventions, and selection of programs to achieve the assessed needs and desired outcomes of the person served.
6. possess basic knowledge related to the implementation of an individual intervention plan, including theory and application of modalities/interventions and facilitation techniques/approaches.
7. have a fundamental knowledge of methods for documenting and evaluating persons served, programs, and agencies.
8. possess a broad understanding of organizing and managing therapeutic recreation services including, but not limited to, the development of a written plan of operation and knowledge of external regulations, resource management, components of quality improvement, as well as basic understanding of staff/volunteer management.

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9. be able to identify and understand the components of professional competency within the realm of therapeutic recreation practice, including requirements for certification, ethical practice, public relations, and the general advancement of the profession.
 10. possess fundamental knowledge of how the TR process is influenced by diversity and social environment.
 11. possess fundamental knowledge of assistive devices/equipment and activity modification techniques.
 12. possess fundamental knowledge of group interaction, leadership, and safety.

New Applicant Appeals Procedures

Upon receipt of a decision denying eligibility, an applicant has 45 days to submit an appeal application to NCTRC requesting an appeal of that denial. Upon receipt of the letter from the applicant requesting an appeal, NCTRC staff will mail the complete appeal application to the individual. If an applicant does not submit an appeal application and all supporting documentation requesting an appeal of the denial within 45 days, the applicant forfeits any right to an appeal at a later date of the decision denying eligibility and will have to reapply as a new applicant meeting all of the current NCTRC Certification Standards. There is no additional filing fee to request an appeal at this stage. * Please note: applicants who gained eligibility prior to degree confirmation will forfeit eligibility to sit for the exam if their application is denied during the certification review process and not successfully overturned during the appeal process.

GROUNDINGS FOR AN APPEAL

- Demonstrate that the *Certification Standards* were not properly applied; and/or
- Provide information that was not presented previously and which sustains the applicant's eligibility for certification.

Appeal Instructions

General Instructions: All requests for appeals must be typed or printed on the NCTRC Appeal Application. Each candidate for an appeal should submit complete and accurate information. All materials submitted to the Standards Review Committee for the appeal become the property of NCTRC and will not be returned. Appeal candidates should retain a copy of the appeal sent to NCTRC.

All information submitted in an Appeals Application and in supporting appeal materials must be true and correct. If it is found that false or inaccurate information has been presented, the candidate's request for certification eligibility will be denied and the individual may be denied eligibility for future certification.

To verify Field Placement Experience: If the academic field placement experience was not accepted by the NCTRC review, this may be appealed by providing further documentation of an acceptable field placement experience. In order to do this, the candidate may be required to submit an official university/college transcript documenting that the field placement experience was completed for academic credit. The candidate does not need to submit another transcript if the question of academic credit was not raised in the NCTRC review results.

If the field placement experience is not accepted in review, the candidate must provide official documentation of the field placement duties, time requirements, and/or supervision by submitting the following: copies of official university/college field placement documents (i.e. university/agency contract, student evaluations with signature of the immediate supervisor, official field placement logs, etc.), documentation from the agency and the university/college regarding the exact beginning and ending dates of the experience, the number of hours completed per week, the name and certification number of the immediate supervisor, and/or the nature of therapeutic recreation responsibilities completed at the agency.

All letters from the agency should be typed on official agency letterhead and signed by the immediate supervisor at the agency. If the supervisor is no longer employed at the agency of the placement, a written letter may be obtained from the supervisor at his or her current place of employment along with a letter from the placement agency to verify that the supervisor was employed full-time during the placement.

To verify Academic Coursework Content or Degree(s) Earned: If credit was not awarded by NCTRC for coursework or degrees completed that the candidate believes should be applied to the certification requirements, the candidate must submit official academic transcripts to verify degree(s) earned and official course outlines to verify any academic coursework to be evaluated as part of the appeals process. Only official course outlines will be reviewed to determine the exact content of academic courses in therapeutic recreation, general recreation, or support coursework. Letters from college/university faculty members may be used to further explain outlines but will not be accepted in place of official outlines. Course catalog descriptions do not provide sufficient information and will not be accepted in place of official outlines.

To Verify Full-Time Work Experience: If credit was not awarded for work experience in therapeutic recreation and this is needed for professional equivalency path application, the candidate must document full-time, paid work experience. In order to do this official documentation must be submitted from the personnel department of the employing agency that verifies the full-time work experience with specific duties in therapeutic recreation. This verification should include the candidate's exact job title, the beginning and ending dates of employment in therapeutic recreation, the total number of hours worked per week, and a description of therapeutic recreation job duties. This verification of employment and/or employment responsibilities must be submitted on official agency letterhead from the agency department.

DO NOT ENCLOSE confidential patient/client records or information, program or agency brochures, letters from supportive colleagues, audio or videotapes, documentation of continuing education credit, copies of college/university term papers or written projects, or other information not specifically requested above.

Appeal Review Note: NCTRC will ensure that applicants are certified according to NCTRC standards. As a result, when reviewing an Appeals Application, if an error has been made in regard to a fact about an applicant's credentials, the Standards Review Committee may correct the error, even when the error is not in favor of the applicant.

Appeal to the Standards Review Committee With Executive Director Discretion to Reverse Decision: Upon receipt of additional information, the Executive Director shall review the documentation submitted and has the discretion to determine whether the certification eligibility requirements have been met. The Executive Director shall either: (i) reverse the prior denial of certification eligibility and grant eligibility to sit for the examination (notifying the applicant of the decision and terminating the appeal); or (ii) submit the additional documentation to the Standards Review Committee for consideration of the appeal.

Review and Decision of the Standards Review Committee: If the Executive Director does not reverse the prior denial of certification eligibility and grant eligibility to sit for the examination, the Executive Director shall forward the applicant's appeals and appeal materials to the Standards Review Committee for review.

The Standards Review Committee shall review the appeal. The scope of the Standards Review Committee's review is not limited to the decision prompting the appeal. The entire application for certification is subject to review. At any time during its review of the appeal, the Standards Review Committee may request additional information from the applicant. Following its review, the Standards Review Committee shall make any of the following determinations:

- That the decision was correct and is affirmed;
- That the decision of the staff is affirmed, but the Standards Review Committee modifies the basis for the decision. A decision modifying an applicant's educational or experiential compliance must be given full effect by the staff;
- That the decision was not correct and that the applicant is eligible to sit for the examination.

Within six weeks of the decision of the Standards Review Committee, NCTRC staff shall advise the applicant in writing of the Standards Review Committee's final decision regarding the appeal. The written notice shall describe specifically the decision of the Standards Review Committee, as well as any findings by the Committee modifying the applicant's educational or experiential compliance. If the Committee and Executive Director find that the applicant has been denied, the applicant will have to reapply as a new applicant meeting all of the current NCTRC Certification Standards. * Please note: applicants who gained eligibility prior to degree confirmation will forfeit eligibility to sit for the exam if their application is denied during the certification review process and not successfully overturned during the appeal process.

Final Appeal to the NCTRC Board of Directors

A final appeal to the NCTRC Board of Directors is only available for decisions of the Standards Review Committee, which are alleged to have been rendered in an arbitrary and capricious manner. No other ground for appeal is available. All decisions by the Standards Review Committee, which are not alleged to be arbitrary and capricious and which are not appealed to the Board of Directors are final.

The applicant may appeal any decision of the Standards Review Committee which is alleged to have been rendered in an arbitrary and capricious manner to the NCTRC Board of Directors by submitting a written appeals statement along with the \$25.00 appeals filing fee within 30 days of receipt of the decision of the Standards Review Committee. NCTRC may file a written response to the appeal to the Board of Directors.

The NCTRC Board of Directors, by majority vote, shall render a decision on the record, without oral hearing, although additional written documentation may be submitted to support or refute the allegation of arbitrary and capricious decision-making by the Standards Review Committee.

The decision of the NCTRC Board of Directors shall be rendered in writing. The decision of the Board of Directors shall be final. The decision of the Board of Directors shall be transmitted to the individual by certified mail, return receipt requested or other verifiable method of delivery.

NCTRC Exam Reference List

The following list includes the major therapeutic recreation literature that was available as reference material in the development of the exam items for the national exam for CTRS. NCTRC does not wish to give the impression that these resources are definitive sources for test item development. The resources were used as supportive documentation and reference materials to commonly held practice knowledge. Therefore, please note that NCTRC does not endorse any of these documents. Nor are these references comprehensive. Rather, they are provided as illustrative materials actually referenced in the exam development process and NCTRC recognizes other worthwhile references exist.

American Psychiatric Association (1994). *Diagnostic & Statistical Manual of Mental Disorders* (4th ed.). Washington, DC: American Psychiatric Association.

American Therapeutic Recreation Association. (2000). *Standards for the Practice of Therapeutic Recreation & Self-Assessment Guide*. Alexandria, VA: ATRA.

American Therapeutic Recreation Association. (1990). *Code of Ethics*. Hattiesburg, MS: ATRA.

American Therapeutic Recreation Association. (1996). *Recreational Therapy: The Next Generation of Reimbursement*. Hattiesburg, MS: ATRA.

Anderson, L., & Kress, C. (2003). *Inclusion: Including People with Disabilities in Park and Recreation Opportunities*. State College, PA: Venture.

Austin, D.R. (2001). *Glossary of Recreation Therapy and Occupational Therapy*. State College, PA: Venture Publishing.

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Austin, D.R., & Crawford, M.E. (1991). *Therapeutic Recreation: An Introduction*. Englewood Cliffs, NJ: Prentice Hall.

Austin, D.R., & Crawford, M.E. (1996). *Therapeutic Recreation: An Introduction* (2nd ed.). Needham Heights, MA: Allyn & Bacon.

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Austin, D.R., Dattilo, J., & McCormick, B. (2002). *Conceptual Foundations for Therapeutic Recreation*. State College, PA: Venture Publishing.

Brasile, F., Skalko, T., & Burlingame, J. (1998). *Perspectives in Recreational Therapy: Issues of a Dynamic Profession*. Ravensdale, WA: Idyll Arbor.

Buettner, L.M., & Martin, S.L. (1995). *Therapeutic Recreation in the Nursing Home*. State College, PA: Venture Publishing.

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Bullock, C., & Mahon, M. (1997). *Introduction to Recreation Services for People with Disabilities: A Person Centered Approach*. Champaign, IL: Sagamore Publishing.

Bullock, C., & Mahon, M. (2000). *Introduction to Recreation Services for People with Disabilities: A Person Centered Approach* (2nd ed.). Champaign, IL: Sagamore Publishing.

Burlingame, J., & Blaschko, T.M. (1990). *Assessment Tools for Recreational Therapy*. Ravensdale, WA: Idyll Arbor.

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Burlingame, J., & Blaschko, T.M. (2002). *Assessment Tools for Recreational Therapy* (3rd ed.). Ravensdale, WA: Idyll Arbor.

Carter, M.J., Van Andel, G.E., & Robb, G.M. (1994). *Therapeutic Recreation: A Practical Approach*. Prospect Heights, IL: Waveland Press.

Carter, M.J., Van Andel, G.E., & Robb, G.M. (1995). *Therapeutic Recreation: A Practical Approach* (2nd ed.). Prospect Heights, IL: Waveland Press.

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Heights, IL: Waveland Press.

Carter, M.J. (1991). *Designing Therapeutic Recreation Programs in the Community*. Reston, VA: American Alliance for Health, Physical Education, Recreation and Dance.

Carter, M.J., & LeConey, S. (2004). *Therapeutic Recreation in the Community: An Inclusive Approach* (2nd ed.). Champaign, IL: Sagamore Publishing.

Coyle, C.P., Kinney, W.B., Riley, B., & Shank, J.W. (1991). *Benefits of Therapeutic Recreation: A Consensus View*. Ravensdale, WA: Idyll Arbor.

Dattilo, J. (1994). *Inclusive Leisure Services: Responding to the Rights of People with Disabilities*. State College, PA: Venture Publishing.

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Dattilo, J., & Murphy, W.D. (1987). *Behavior Modification in Therapeutic Recreation*. State College, PA: Venture Publishing.

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Faulkner, R. (1991). *Therapeutic Recreation Protocols for Treatment of Substance Addictions*. State College, PA: Venture Publishing.

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Standards Changes

The following changes to the NCTRC Certification Standards have been approved by the Board of Directors for entry level professional eligibility.

2013

CONTENT COURSE CHANGE – INCREASE IN THERAPEUTIC RECREATION CONTENT COURSE REQUIREMENTS: Effective January 1, 2013, the standard pertaining to the required number of therapeutic recreation content courses will read as follows:

Academic Path

“A minimum of 18 semester or 24 quarter credit hours of therapeutic recreation and general recreation content coursework with no less than a minimum of 15 semester or 20 quarter credit hours in therapeutic recreation content. A minimum of 5 courses in therapeutic recreation is required and each course must be a minimum of 3 credit hours; AND...”

Equivalency Path A & B

“A minimum of 18 semester or 24 quarter credit hours of therapeutic recreation and general recreation content coursework with no less than a minimum of 15 semester or 20 quarter credit hours in therapeutic recreation content. A minimum of 5 courses in therapeutic recreation is required and each course must be a minimum of 3 credit hours. Two (2) of the required therapeutic recreation courses may be taught by the applicant as a full-time educator; AND...”

CONTENT COURSE CHANGE – CONTENT SPECIFIC THERAPEUTIC RECREATION COURSEWORK REQUIREMENTS: Effective January 1, 2013, the standard pertaining to the required number of therapeutic recreation content courses will read as follows:

Content specific Therapeutic Recreation coursework will be required as part of the NCTRC professional eligibility requirements. The specific course content will include the following areas: a/ Assessment; b/ TR Process; and c/ Advancement of the Profession. It is recommended that each content area be addressed by a specific TR course and that at a minimum at least 50% of the course be devoted to the designated content material.

FIELD PLACEMENT STANDARDS INFORMATION – INCREASE IN THE NUMBER OF INTERNSHIP WEEKS AND HOURS: Effective January 1, 2013, the standard pertaining to the field placement will read as follows:

Academic Path

A minimum 560-hour, fourteen (14) consecutive week field placement experience in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis.

FIELD PLACEMENT STANDARDS INFORMATION – ACADEMIC FIELD PLACEMENT SUPERVISOR MUST POSSESS THE CTRS CREDENTIAL: Effective January 1, 2013, the standard pertaining to the internship supervisor will read as follows:

The Academic Field Placement Supervisor must be an active CTRS at the start of the field placement experience and is required to sign the final Field Placement Verification Form signifying that the candidate completed all stated components of the NCTRC field placement requirements.

NCTRC FEES AND POLICIES

1. NCTRC certification fees are established by the Board of Directors and subject to change without notice. The current fees are effective as of January 2012.
2. The required fees must accompany each NCTRC application or the application will be returned.
3. Individuals may pay fees by credit card, personal check, money order, or cashier's check. Do not send cash. All checks should be made payable to "NCTRC".
4. Write your full name, address and social security number or certification ID on each check, money order, or cashier's check.
5. If you pay by credit card, it is your responsibility to assure payment of the fee. If the credit card information you have submitted is rejected, you will be assessed \$20.00 for the rejected credit card. The subsequent payment must be submitted by either money order or cashier's check.
6. If you pay by personal check, it is your responsibility to assure payment of the fee until the check has cleared the bank. If a personal check is returned by a bank for any reason, the individual will be assessed \$50.00 for the returned personal check, plus the amount of the check. If a personal check is returned for any reason, the review of the application will be discontinued until such time as all fees have been received by NCTRC. Once an application is delayed because of a returned check, the date of receipt is set by the time all fees are paid and held for the next exam review deadline.
7. 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. There is an additional fee of \$25.00 U.S. dollars for submitting a check or money order drawn on a foreign bank. Postal Money orders will not be accepted from foreign countries.
8. Each applicant or exam registrant must submit individual payment for fees. Checks payable for more than one applicant will not be accepted.
9. All certification review fees paid to NCTRC are non-refundable, regardless of review decision or withdrawal of the application during the review process. A processing fee will be charged if the applicant requests to have their application returned prior to the review. The exam fee will be refunded if the applicant is not approved to sit for the exam. If an individual found eligible requests a withdrawal from the exam, 50% of the exam fee will be retained for administration cost and 50% will be refunded to the candidate. The exam refund will be made if the exam appointment is cancelled no later than noon of the second business day before the exam appointment. If you fail to arrive for your appointment or cancel without giving at least two business days notice, you will forfeit the entire examination fee and your ATT will be invalidated. Please review the certification standards for further exam information and instructions regarding withdrawals and exam cancellations.

NCTRC CERTIFICATION FEE SCHEDULE:

| | |
|---|----------|
| New Application for Professional Eligibility* | \$100.00 |
| New Application Prior to Degree Review fee* | \$125.00 |
| Returned application processing fee | \$25.00 |
| Pre Application Coursework Review fee | \$35.00 |
| Continuing Education Pre-Approval Review fee | \$35.00 |
| Exam Registration Fee* | \$300.00 |
| Annual Fee to Maintain Professional Eligibility | \$80.00 |
| Professional Eligibility Reinstatement Fee | \$25.00 |
| CTRS Annual Renewal Fee | \$80.00 |
| Reentry Application | \$80.00 |
| Specialty Certification Fees: | |
| • Initial Application Fee | \$100.00 |
| • Annual Renewal Fee | \$20.00 |
| • Recertification Fee | \$50.00 |
| CTRS Reinstatement Fee | |
| • for first year of inactivity | \$25.00 |
| • for years 2-5 of inactivity | \$50.00 |

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|---|---------|
| CTRS Recertification Document Return Fee | \$15.00 |
| CTRS Recertification Fee (postmarked after due date of May 1 or November 1) | \$50.00 |
| CTRS Replacement Pin | \$10.00 |
| CTRS Replacement Certification Card | \$10.00 |
| CTRS Replacement Certificate | \$10.00 |
| Fee for Bank Checks from Foreign Countries | \$25.00 |
| Fee for Returned Check | \$50.00 |
| Fee for Rejected Credit Card | \$20.00 |

*Notes: The total fee for new applicants applying for professional eligibility and exam registration is \$400.00. If you applying for eligibility prior to degree completion, the total fee required is \$425.00.

Professional Eligibility Application Instructions

To gain certification as a Certified Therapeutic Recreation Specialist® (CTRS®) from the National Council for Therapeutic Recreation Certification® (NCTRC®), an individual must apply for **Professional Eligibility** and pass the **NCTRC National Certification Exam**.

Professional Eligibility: Awarded to those individuals who meet the Certification Standards described in the *NCTRC Certification Standards*. Professional Eligibility is awarded for a five-year period or until the individual passes the exam and receives the CTRS. During the five-year eligibility period, the individual who holds Professional Eligibility must pay an annual maintenance fee to maintain eligibility to sit for the NCTRC National Certification Exam. **The Professional Eligibility Annual Maintenance Application and fee must be postmarked to NCTRC by the required issued date or the professional eligibility will become inactive. Applicants with inactive status will need to reinstate their professional eligibility prior to registering for the NCTRC exam. Reinstatement to active professional eligibility status can be achieved at any time during the five-year professional eligibility cycle by paying the current reinstatement fee plus any delinquent annual maintenance fees. Reinstatement to active status may not occur following expiration of the five-year eligibility cycle.** Professional Eligibility applicants are required to submit the Exam Registration Form along with the appropriate fees in order to sit for the exam.

For individuals applying for Professional Eligibility: Please review the *NCTRC Certification Standards* for exact information on eligibility requirements. You should read the sections on Prerequisites, Eligibility Requirements, Exam Information and the NCTRC Job Analysis prior to completing the **Professional Eligibility Application**.

APPLICATION DEADLINES:

Applications for Professional Eligibility and Exam registration are accepted throughout the year. However, there are deadlines for the specific exams given each year. The NCTRC Exam is offered three times a year during a five (5) day testing window for the months of January, May and October. The following list provides the scheduled deadlines and exam dates for the next series of test administrations.

- October 1 for the January exam
- February 1 for the May exam
- July 1 for the October exam

Your cooperation with NCTRC deadlines is appreciated. If you wish to verify the date NCTRC received your application, please send the application by certified mail with return-receipt requested. If your application is incomplete it will be returned to you and your requested test date may be postponed until the next available test period.

PREPARING YOUR APPLICATION:

Review the Certification Standards before completing the application forms. All materials, including official transcripts, must be sent with the application. It is critical that you submit original transcripts from each college or university attended. Do not assume transfer credits will be detailed sufficiently on your final transcript from the institution where you completed your degree.

CHECKLIST: PREPARING YOUR APPLICATION FOR PROFESSIONAL ELIGIBILITY

- Type or print all application materials in ink, not in pencil. Complete all forms as required.
- Be sure to list a current address, daytime and home telephone number, fax number and email address.
- Keep a copy of your completed application for your records. (This will be helpful in the event of an appeal or a problem with the application). NCTRC will not send a copy of your application after it has been received.
- Send your application by certified, return-receipt mail to confirm when NCTRC receives it. Because of the high volume of applications received at NCTRC, staff will not be able to answer telephone requests on whether an individual application has been received until it is fully processed.

NCTRC CERTIFICATION FEE SCHEDULE:

| | |
|--|----------|
| New Application for Professional Eligibility* | \$100.00 |
| New Application Prior to Degree Review fee* | \$125.00 |
| Returned application processing fee | \$25.00 |
| Pre Application Coursework Review fee | \$35.00 |
| Exam Registration Fee* | \$300.00 |
| Annual Fee to Maintain Professional Eligibility (required after 1 year of Professional Eligibility) | \$80.00 |
| Professional Eligibility Reinstatement Fee | \$25.00 |
| Fee for Bank Checks from Foreign Countries | \$25.00 |
| Fee for Returned Check | \$50.00 |
| Fee for Rejected Credit Card | \$20.00 |

*Note: The total fee for new applicants applying for professional eligibility and exam registration is \$400.00.
If you applying for eligibility prior to degree completion, the total fee required is \$425.00.