

CTRS® Recertification



NCTRC | Recertification

Record of Continuing Education

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

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

Important Information

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

Keep these documents in this folder:

- Original and Official Continuing Education Documents
- Continuing Education Programs and Session Descriptions
- Conference Programs and Verification letters pertaining to Professional TR Presentations
- Copy of Publications or documentation of publication citation
- Copy of materials documenting professional work experience in TR

Contact:

**National Council
for Therapeutic
Recreation
Certification**

www.NCTRC.org

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Required Documentation for Continuing Education Hours and Work Experience

Category	Description	Acceptable Proof For Hours
Therapeutic Recreation Continuing Education Programs from Conferences & Workshops	Programs, courses, symposia with therapeutic recreation content directly related to Job Analysis Knowledge Areas. Examples of continuing education sources include: hospital/agency education, teleconferences/audio seminars, home study and on-line programs.	Official documentation of continuing education credit must include name, attendance dates, and title of course or program, contact hours, or written certification by the instructor. If the course or program title is not reflective of the knowledge areas from the Job Analysis, a content outline should be submitted. CPR, First Aid, Infectious Disease Control, Life Saving or other such skill or activity courses will not be accepted.
Academic Credit Courses	Academic courses offered by an accredited educational institution. On-line and correspondence courses are also acceptable. Content must relate to Job Analysis Knowledge Areas.	Official transcript or grade report. If the course title does not appear to be related to the JA knowledge areas, course outline should be submitted. Coursework can be audited (8 hours per academic credit) or taken for credit (15 hours per academic credit). For a list of suggested coursework, visit www.NCTRC.org and click on Standards & Publications and then Information for New Applicants.
Publications*	The content must relate to Job Analysis Knowledge Areas. The CTRS must be author, co-author, or editor.	Copy of publications or a copy of the title page, table of contents and publication date. If publication is in the process of being published, a publisher's notice of acceptance is permissible.
Presentations*	Seminars, conferences, or original papers. The CTRS can be a guest lecturer, primary presenter or a panel participant. Credit will not be given for repeat or multiple presentations of the same material. Content must relate to Job Analysis Knowledge Areas.	Each 60 minutes of lecture given is equal to two continuing education hours. When there are multiple presenters, each presenter receives two hours for each 60 minutes of lecture. Submit evidence of presentation (i.e., program announcement, brochure), date, exact number of contact hours, and a letter confirming that the presentation was completed (e.g., a thank you letter, session evaluation).
Poster Presentations*	Credit will not be given for repeat or multiple poster presentations of the same material. Content must relate to Job Analysis Knowledge Areas.	Poster presentations are given two continuing education hours. Submit evidence of presentation (program announcement, brochure and letter confirming the presentation was completed).
Professional Work Experience	Professional experience at a level of the Bachelor's degree or higher and based upon the Job Analysis Task Areas.	Letter of verification from the Human Resource department or immediate supervisor for the minimum requirement of professional experience in Therapeutic Recreation.

*No more than a total of 25 continuing education hours in the areas of Publications, Presentations and Poster Presentations will be allowed toward recertification requirements.

NCTRC Job Task Domains and Areas for CTRS Recertification*

Professional Roles and Responsibilities

1. Establish/maintain therapeutic relationship
2. Create/maintain a safe/therapeutic environment
3. Maintain CTRS credential
4. Participate in in-service training/staff development
5. Knowledge of current TR/RT standards
6. Enhance professional competence
7. Adhere to professional standards and code of ethics
8. Participate in quality improvement process
9. Participate in agency/professional committees

Assessment

10. Request/secure referrals
11. Obtain/review pertinent information
12. Select/develop assessment methods
13. Conduct assessments
14. Analyze/interpret results
15. Integrate/record/disseminate results

Planning Interventions and/or Programs

16. Discuss results of assessment
17. Develop/document individualized intervention plan
18. Develop/select interventions/approaches
19. Develop/select protocols
20. Utilize activity/task analysis
21. Select modifications/assistive technology

Implementing Interventions and/or Programs

22. Explain outcomes of the intervention
23. Implement individual/group sessions
24. Use leadership/facilitation techniques
25. Monitor/address safety
26. Observe person served for response to intervention
27. Monitor effectiveness of intervention

Evaluate Outcomes of the Interventions and/or Programs

28. Evaluate changes in functioning
29. Determine effectiveness of the tx plan

30. Revise individualized intervention plan
31. Evaluate need for termination of services
32. Determine effectiveness of programs

Documenting Intervention Services

33. Record behavioral observations
34. Document risk management
35. Document modalities for effectiveness

Working with Treatment and/or Service Teams

36. Provide TR/RT information to team
37. Communicate information regarding person served
38. Coordinate/integrate intervention plan
39. Develop/provide collaborative services

Organizing Programs

40. Maintain equipment/supply inventory
41. Plan/coordinate support services
42. Maintain program records
43. Develop/distribute schedules

Managing TR/RT Services

44. Comply with standards/regulations
45. Conduct needs assessment
46. Prepare/update written plan of operation
47. Confirm programs are consistent with agency mission
48. Recruit/train/educate/supervise/evaluate staff
49. Provide staff development/mentorship
50. Develop/implement internship program
51. Prepare annual budget
52. Support research programs/projects
53. Prepare/report quality improvement data
54. Prepare summary reports of TR/RT Services

Public Awareness and Advocacy

55. Establish network with organizations/advocates
56. Advocate for rights for persons served
57. Provide education to the community
58. Promote marketing/public relations

*Complete version of the NCTRC Job Task Domains and Areas is available online at www.NCTRC.org.

CTRS Recertification Record of Continuing Education Hours (continued)

Academic Course Credit

Academic coursework must be taken at a college or university and must be documented on an official transcript or grade report, even if the course is audited.

For graded academic coursework completed:

1 semester credit = 15 Hours
 1 trimester credit = 14 Hours
 1 quarter credit = 10 Hours

For audited (not graded) coursework completed:

1 semester credit = 8 Hours
 1 trimester credit = 7 Hours
 1 quarter credit = 5 Hours

Course Title	Date	College/University	Semester or Quarter Credit	Credit or Audit	Number of Credits	Knowledge Code	Hours

Publications

Articles, editorials, professional editing textbooks, etc., that relate to therapeutic recreation. **No more than 25 hours can be earned in the areas of publications and presentations.**

Professional book = 25 Hours
 Masters or doctoral thesis = 20 Hours
 Published editor of book = 15 Hours
 Authoring professional book chapter = 15 Hours
 Refereed journal article = 15 Hours

Published book review = 10 Hours
 Research abstract or proceeding = 5 Hours
 Non-refereed article = 5 Hours
 Editorial review of journal article = 5 Hours
 Professional newsletter article = 2 Hours

Title of article, text, editorial, etc.	Date	Publication/Publisher	Knowledge Code	Hours

Professional Presentations and Posters

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

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



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

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