

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.