



### IMPORTANT INFORMATION

Congratulations on attaining your certification as a Certified Therapeutic Recreation Specialist®! You are now entitled to use the professional designation “CTRS” after your name. You have joined a distinguished registry of over 19,000 qualified providers of recreation therapy services throughout North America and around the world. The use of the CTRS designation is an indication to your employer, your colleagues, and the public that you have met all criteria for certification at the professional level.

NCTRC is committed to providing you with the tools necessary to achieve your professional goals and we understand that communicating your credentials in an ever-expanding online marketplace can be challenging. That is why we have partnered with [Credly](#) to provide you with a digital version of the CTRS Credential. Share your digital badge with colleagues on social media, embed it into your email signature to show clients that your knowledge is up to date, or add it to your resume or website for full visibility of your professional story. We believe the [NCTRC Digital Badges](#) will further enhance your professional standing and achievements. So, start using them today to develop your career and expand your professional network.

Follow NCTRC on social media—[Facebook](#), [Instagram](#), [LinkedIn](#), and be sure to check out the [NCTRC YouTube channel](#)! Our goal is to provide our followers with an easy way to receive updates and insights about NCTRC and the CTRS credential.

NCTRC hopes that the following resources will be helpful to you as a new CTRS. The resources can be accessed online via links embedded in this document or by visiting [nctrc.org](#).

### 1. CTRS RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of a new and/or existing CTRS.

### 2. NCTRC CERTIFICATION STANDARDS

Important information about recertification requirements.

**CTRS ANNUAL MAINTENANCE**—Certified Therapeutic Recreation Specialists (CTRS) are required to submit an annual maintenance application and fee for each year of the five-year certification cycle. The annual maintenance application and fee are due by the expiration date posted at [MY NCTRC LOGIN](#). In the fifth year of the certification cycle, the annual maintenance fee must be submitted as part of the recertification application.

**CTRS RECERTIFICATION**—Each CTRS is required to recertify every five years in order to demonstrate their continuing professional knowledge and competence. The recertification application and fee are due by the expiration date posted at [MY NCTRC LOGIN](#).

### 3. RECERTIFY AND REINVEST IN YOURSELF

This brochure summarizes the recertification options.

### 4. EMPLOY EXCELLENCE—EMPLOY A CTRS

This brochure is a great resource to share with employers to encourage the hiring of CTRSs.

### 5. CTRS PROFESSIONAL PROFILE

This document illustrates the current demographics of individuals who hold the CTRS credential.

### 6. NCTRC JOB ANALYSIS STUDY

A helpful reference to ensure you are completing the correct continuing education for recertification.

## 7. CONTINUING EDUCATION RESOURCE GUIDE

A resource to guide you in continuing education opportunities.

## 8. INTERNSHIP SUPERVISION FOR CONTINUING EDUCATION FORM

This form can be used to receive continuing education hours towards recertification when supervising student internships. Please hold on to the form until you are ready to submit your recertification application to NCTRC.

## 9. SUPERVISION OF EQUIVALENCY PATH FOR CONTINUING EDUCATION

This form can be used to receive continuing education hours towards recertification when supervising equivalency path applicants. Please hold on to the form until you are ready to submit your recertification application to NCTRC.

## 10. CTRS STATE LICENSURE LETTER

Important information for those certificants practicing in states that require licensure or have regulation of RT practice.

We hope you will hold all the rights, privileges, and responsibilities of professional certification in the highest regard. If you have any questions, please feel free to contact NCTRC at [nctrc@nctrc.org](mailto:nctrc@nctrc.org) or call the office at 845-639-1439.

*Thank you for your support of NCTRC and the CTRS credentialing program.*

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

845 639 1439

[nctrc.org](http://nctrc.org)

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