

Organizational Continuing Education Session Content Pre-approval Application



The NCTRC Organizational Continuing Education Session Content Pre-approval Program provides for advance approval of professionally sponsored continuing education (CE) programs. The purpose of the Organizational Continuing Education Session Content Pre-approval Program is to enhance the opportunities for Certified Therapeutic Recreation Specialists® (CTRS®) to engage in professional training and education to assure continuing competence in the practice of recreational therapy. NCTRC provides continuing education pre-approval of educational session content that is directly related to the [NCTRC Job Analysis Study](#).

Sponsors of continuing education programs seeking NCTRC session content pre-approval must adhere to the following conditions:

1. All organizations seeking NCTRC Organizational Continuing Education Session Content Pre-approval must verify adherence to the ANSI/IACET 2018 Standard.
2. Submit a completed Organizational Continuing Education Session Content Pre-approval Application for each educational session at least thirty (30) days prior to the continuing education event. Contact NCTRC to discuss options to submit sessions in other formats (i.e., spreadsheet). Applications are due to NCTRC thirty (30) days prior to program date. Applications will not be reviewed after a continuing education opportunity has been already conducted.
3. Academic coursework completed for continuing education can not be reviewed as a part of this process.
4. Submit the appropriate fee for the entire review process and the number of sessions based upon a \$30.00 administrative fee and \$15.00 for each submitted session. All fees must be in U.S. funds and in one single payment.
5. Per NCTRC Certification Standards, the content of continuing education opportunities must relate directly to the current NCTRC Job Analysis Study.
6. Continuing education is measured according to actual instructional time as identified on documentation submitted. Each continuing education session must be 30 minutes or longer. Sessions of less than 30 minutes will not be accepted by NCTRC, regardless of the content.
7. NCTRC reviews education in hours. If the organization will be communicating with attendees using continuing education units (CEUs), please provide the hours and the equivalent CEUs in the application under "Length of Session". For example, 30 minutes = 0.05 CEUs.
8. NCTRC requests that Conference Committees inform attendees that NCTRC pre-approved the session content only and that the continuing education issuance is a matter handled by the continuing education provider. *Disclaimer: NCTRC is not responsible for determining the dissemination of continuing education hours/credit. NCTRC's involvement with the education process is ONLY to pre-approve the content of sessions.*
9. Prior to NCTRC official approval, organizations may post the following statement:
"NCTRC continuing education session content pre-approval is pending: all sessions may not have been approved by NCTRC"
10. Upon final NCTRC official approval, organizations will receive: 1) NCTRC Continuing Education Session Content Decision Notification, 2) NCTRC Digital Marketing Package. This includes NCTRC digital marketing communication assets for your organization to use solely for the purpose of promoting the continuing education session content that is pre-approved by NCTRC.
11. Continuing Education session content that has been pre-approved by NCTRC will be valid for one (1) year for repeat trainings and workshops. Session title and content must be identical to qualify for extended pre-approval.

APPLICANT INFORMATION

Organization Name:

Organizational Contact:

Mailing Address:

City:

State/Province:

Postal Code:

Country:

Preferred Phone:

Email:

CE Provider:

ATTESTATION

I attest to have completed a full review of the ANSI/IACET standards for the attached continuing education event and understand that NCTRC will complete the review of the session content only. Maintaining the attendance records and all processes involved in the issuance of continuing education credit will be the responsibility of the organization sponsoring the event. I understand that if any information submitted is found to be false, the continuing education session content will not be approved by NCTRC, and this agreement will become null and void.

Signature (*handwritten or digital*)

Date

CONTINUING EDUCATION SESSION CONTENT PROPOSAL FORM

Directions: You must complete a separate session content proposal form for each continuing educational session. Contact NCTRC to discuss options to submit sessions in other formats (i.e., spreadsheet).

Name of Conference/Workshop/Course:

Date(s) of Conference/Workshop/Course:

In-Person Event Virtual Event Hybrid Event Online Course

On-Demand Course

For online course, the course be available on-demand after initial course date of:

Title of Session (*descriptive of content; relate to NCTRC Job Analysis Study; 20 words or less*):

OPTIONAL: Specialization Area Designation(s) (*choose one or more Specialization Area Designation that relates to the session content per NCTRC Certification Standards*):

Adaptive Sports and Recreation Behavioral Health Community Inclusion Services Developmental Disabilities
Geriatrics Pediatrics Physical Medicine/Rehabilitation

Session Description (*descriptive of content; relate to NCTRC Job Analysis Study; 150 words or less*):

Length of Session:

Note: NCTRC reviews education in hours. If the organization will be communicating with attendees using continuing education units (CEUs), please provide the hours and the equivalent CEUs in this section. For example, 30 minutes = 0.05 CEUs.

Learning Outcomes (*provide measurable learning outcomes for each session; must relate to NCTRC Job Analysis Study*):

1.

2.

3.

Session Outline (*provide a detailed session outline of content and methodology*):

NCTRC DECISIONS AND NEXT STEPS

1. The NCTRC review process takes approximately 2-3 weeks, at which time applicants will receive notification results via email.
2. Upon receiving the NCTRC Organizational Continuing Education Decision Notification, organizations will be informed if the continuing education session content was (a) approved, or (b) denied.

Notes regarding NCTRC Pre-Approval Decision:

For continuing education session content that is pre-approved, additional NCTRC services are available, including:

- NCTRC Ala Carte Promotional Toolkit for Continuing Education Providers and Organizations. Apply today.
- Complete the NCTRC Micro-Credential and associated Digital Badge Application.

Pre-Approval Status:

Continuing education session content that has been pre-approved by NCTRC will be valid for one (1) year for repeat trainings and workshops. Session title and content must be identical to qualify for extended pre-approval. Pre-approval includes the use of the NCTRC Digital Marketing Package (see NCTRC Organizational Continuing Education Decision Notification for more information).

CEU/Education Hours Awarded:

If the organization will be communicating with attendees using continuing education units (CEUs), please note that NCTRC reviews education in hours. It is the responsibility of the continuing education provider to communicate with attendees regarding NCTRC pre-approved continuing education session content, including continuing education hours awarded for each session.

Notes regarding NCTRC Denial Decision:

Continuing education session content that is denied results from an incomplete application and/or failure to meet NCTRC Certification Standards related to the NCTRC Job Analysis Study. Denial may be appealed with the submission of a modified proposal.

APPLICATION FEES

Application: \$30 administrative fee and \$15 fee per session review (Continuing Education Session Content Proposal Form).

*Session fees do not apply for NCTRC led session(s).

Email the completed application form to nctrc@nctrc.org.

NCTRC

Credit Card and ACH Authorization Form

CREDIT CARD

For your convenience NCTRC accepts Visa, MasterCard, American Express and Discover. Please complete the information below including signature and email, fax or mail to NCTRC.

Visa

MasterCard

American Express

Discover

Name as it Appears on Card:

Card Number:

Expiration Date:

Security Code:

Total:

ACH TRANSFER

Please complete the information below including selecting account type and email, fax or mail to NCTRC.

Name on Account:

Account Number:

Routing Number:

Personal Checking

Personal Savings

Business Checking

Business Savings

By signing below I do hereby authorize NCTRC to charge \$
credit card or bank account.

(payable to NCTRC in US Funds) to the above

Signature *(handwritten or digital)*

Date

National Council for Therapeutic
Recreation Certification®

Protecting and Promoting Since 1981

845 639 1439

nctrc.org

NCTRC is a member of the Institute for Credentialing Excellence (I.C.E.) and the CTRS Credentialing Program is accredited by National Commission for Certifying Agencies (NCCA). "NCTRC", "National Council for Therapeutic Recreation Certification", "CTRS", and "Certified Therapeutic Recreation Specialist" are the registered trademarks of the National Council for Therapeutic Recreation Certification. Unauthorized use of any NCTRC trademark or confusingly similar mark is strictly prohibited. NCTRC does not warrant or guarantee the provision of competent services by certificants; NCTRC certification helps to demonstrate the certificant has met the requirements for the profession.

©2023 National Council for Therapeutic Recreation Certification® All rights reserved. Copying and distribution in any medium is strictly prohibited without prior NCTRC® written consent.

