



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](#).

## ELIGIBILITY TO USE THIS FORM

Individuals may apply for renewal of Continuing Education Session Content Pre-approval if all of the following criteria are met:

1. Continuing Education Session Content has current NCTRC pre-approval status (was pre-approved by NCTRC within the past 365 days).
2. Continuing Education session title has not changed since receiving NCTRC pre-approval status.
3. Continuing Education Session Content has been reviewed to ensure material is still up-to-date and has not changed since receiving NCTRC pre-approval status.
4. Continuing Education hours - length of session has not changed since receiving NCTRC pre-approval status.

**Important Information:** If one or more sessions do not fit the above criteria, they are not eligible to be added to this form. For those session(s) to be reviewed, please submit a new NCTRC Organizational Continuing Education Session Pre-approval Application.

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. Academic coursework completed for continuing education can not be reviewed as a part of this process.
3. Per NCTRC Certification Standards, the content of continuing education opportunities must relate directly to the current NCTRC Job Analysis Study.
4. 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.
5. 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.
6. NCTRC requests that Conference Committees inform attendees that NCTRC pre-approved the session content only and that the issuance of documentation verifying completion of the continuing education 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.*
7. 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"*
8. 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.
9. Continuing Education session content that has been pre-approved by NCTRC will be valid for one (1) year for repeat trainings and workshops.

## STEPS TO COMPLETE THIS FORM:

Step 1: Complete Applicant Information section.

Step 2: Sign the Attestation section.

Step 3: Submit application fee(s) and completed renewal application via email to [nctrc@nctrc.org](mailto:nctrc@nctrc.org).

## APPLICANT INFORMATION

Organization Name:

Organizational Contact:

Mailing Address:

City:

State/Province:

Postal Code:

Country:

Preferred Phone:

Email:

CE Provider:

URL:

## 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.

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Signature *(handwritten or digital)*

Date

## CONTINUING EDUCATION SESSION CONTENT RENEWAL FORM

**Directions:** Complete the information below for each session title/content you are applying for renewed NCTRC pre-approval status. If you have multiple sessions for renewal review, contact NCTRC to discuss options to submit sessions in other formats (i.e., spreadsheet).

**TITLE OF SESSION** *(descriptive of content; relate to NCTRC Job Analysis Study; 20 words or less):*

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**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

**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.*

**Session Pre-approval Expiration Date**

*(Add the expiration date from your previous NCTRC pre-approval for this session content):*

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**TITLE OF SESSION** (descriptive of content; relate to NCTRC Job Analysis Study; 20 words or less):

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

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Geriatrics   Pediatrics   Physical Medicine/Rehabilitation

**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.*

**Session Pre-approval Expiration Date**

(Add the expiration date from your previous NCTRC pre-approval for this session content):

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**TITLE OF SESSION** (descriptive of content; relate to NCTRC Job Analysis Study; 20 words or less):

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

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Geriatrics   Pediatrics   Physical Medicine/Rehabilitation

**Length of Session:**

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**Session Pre-approval Expiration Date**

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**Length of Session:**

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**Session Pre-approval Expiration Date**

(Add the expiration date from your previous NCTRC pre-approval for this session content):

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## 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

**Renewal Application:** \$30 administrative fee (for session content renewal review submitted on this application).

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

Email the completed application form to [nctrc@nctrc.org](mailto:nctrc@nctrc.org).

## PAYMENT OPTIONS

NCTRC accepts Credit Cards, Checks and Money Orders (payable to NCTRC in US Funds).

[NCTRC Credit Card and ACH Authorization Form](#)