



**Welcome to the 2022 FRPA Conference!**  
**August 29 - September 1, 2022 | Orlando, FL**

**NCTRC Recertification and  
Specialization Area Designation:  
Continuing Professional Competence**

Robin McNeal, CTRS, FDRT, ICE-CCP  
Director of Credentialing, NCTRC  
[rmcneal@nctrc.org](mailto:rmcneal@nctrc.org)

1

## **NCTRC Disclaimer**

- The information included within this presentation reflects the contents of the NCTRC Certification Standards as of January 2022.
- It is the responsibility of the applicant to review the NCTRC website for the most current requirements prior to application submission.

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

2

## Learning Objectives

- Describe the NCTRC recertification standards including the two components and interpretive guidelines.
- Describe the NCTRC specialization area designation standards and application process.
- State the two methods of the NCTRC recertification review process

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

3

## NCTRC

### **Core Purpose:**

To protect the safety of consumers of recreational therapy services

### **Mission Statement:**

The National Council for Therapeutic Recreation Certification protects the public by promoting the provision of quality services offered by NCTRC certificants.

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

4

## Maintaining Certification

- Keep name, address, telephone numbers and e-mail address current
- Annual Renewal  
Application and Fee
- Recertification  
Application at the end of 5 years  
Review of Recertification Options  
Fee

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

5

## CE Pre-Approval Programs

- **CTRS** CE Approval – designed to have continuing education hours and/or academic coursework content reviewed prior to the submission of Recertification and/or Specialization Area Designation Applications
- **Organizational** Pre-Approval – designed to have education content reviewed prior to a conference
- **ATRA/CTRA** Pre-Approval – designed to have all ATRA/CTRA sponsored, TR/RT conference education content reviewed prior to a conference

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

6

## Recertification

- The CTRS Recertification Program helps to maintain continuing professional competence in therapeutic recreation.
- It is the CTRS's responsibility to collect and maintain all recertification materials over the five-year cycle of recertification.

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

7

## Recertification Options

Recertification – Education (50 hours) +  
Work Experience (480 hours)

Recertification – NCTRC Exam

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

8

## Recertification Process

- Complete application and submit online by due date
- If selected for audit, upload your continuing education documents within 15 days.
- If not selected for audit, you will NOT need to upload your continuing education documents.

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

9

## Continuing Education Documents

- Name
- Date
- Title of course or program
- Credit hours – 1 contact hour = 0.1 CEU
- Content related to Job Analysis Knowledge Areas

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

10

## Job Analysis

“...delineates the important tasks and knowledge deemed necessary for competent practice.”  
(ICE)

Job Tasks - practical experience

Knowledge Areas - conceptual knowledge

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

11

## 2014 Knowledge Areas

- Foundational Knowledge (FKW)
- Assessment Process (ASP)
- Documentation (DOC)
- Implementation (IMP)
- Administration of TR/RT Service (ADM)
- Advancement of the Profession (ADV)

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

12

## **Interpretative Guidelines**

- Activity Skill Session/Course are NOT acceptable for Recertification
- Intervention Skills Session/Course
- Length of Continuing Education
- Professional Level Education

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

13

## **Professional Publications**

- Content must be relevant to Job Analysis Knowledge Areas
- Submit copy of publication or title page, table of contents and publication date
- The CTRS must be author, co-author or editor

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

14

## Professional Presentations

- 60 minutes of lecture = 2 hours per presenter
- Submit evidence of presentation
- Credit will not be given for repeat or multiple presentations of the same material

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

15

## Professional Presentations

- Presentations at Professional Conferences
- Presentation of a Research or Program Poster
- Guest Lecturer at a College or University

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

16



## **Continuing Education Credits for Supervision**

- CTRS can supervise 3 interns per 5-year recertification cycle
- 5 CE credit hours per student supervised for a maximum of 15 CEU per 5-year cycle
- Competency based evaluation will need to be submitted

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

17

## **Continuing Education Credits for Supervision**

- CTRS can supervise 3 equivalency path applicants per 5-year recertification cycle
- 2 CE hours per equivalency path applicant supervised for a maximum of 6 credits per 5-year cycle
- Competency based evaluation will need to be submitted

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

18

## Academic Courses

- Courses offered by an accredited College and/or University
- Submit official transcript
- Content must relate to the Job Analysis Knowledge Areas

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

19

## Academic Courses

### **Audited**

1 semester credit = 8 hours

1 quarter credit = 7 hours

### **Credit**

1 semester credit = 15 hours

1 quarter credit = 10 hours

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

20

## Professional Experience

Minimum of 480 hours of therapeutic recreation professional experience as defined by the NCTRC Job Analysis Task Areas

- Direct Service Provider
- Supervisor
- Administrator
- Educator
- Consultant
- Volunteer
- Professional Service

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

21

## 2014 Job Task Areas

- Professional Relationships and Responsibilities
- Assessment
- Plan Interventions and/or Programs
- Implement Interventions and/or Programs
- Evaluate Outcomes of the Interventions and/or Programs
- Document Intervention Services
- Treatment Teams and/or Service Providers
- Develop and Maintain Programs
- Manage TR/RT Services
- Awareness and Advocacy

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

22

## Interpretive Guidelines

- Professional Experience Documentation
- Professional Service Experience
- Volunteer Professional Experience

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

23

## Recertification – NCTRC Exam

Submit Exam Registration Form & Fee  
for the exam prior to Recertification Due  
Date

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

24

## Exam Content Outline

| Content Areas                   | Exam % |
|---------------------------------|--------|
| Foundational Knowledge          | 20%    |
| Assessment                      | 19%    |
| Documentation                   | 18%    |
| Implementation                  | 26%    |
| Administration of TR/RT Service | 10%    |
| Advancement of the Profession   | 7%     |
| Total                           | 100%   |

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

25

## Exam Format and Preparation

- 150 multiple choice questions, 3 hours
- Offered in English, Canadian French and Spanish for Latin Americas
- Notified of exam results at the exam site
  - **PSI Testing Centers – extensive test center network**
  - **Live Remote Proctoring – secure location with compatible technology**
- Review the Exam Content Outline
- Review NCTRC Exam Reference List
- Practice Exam

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

26

## CTRS Specialization Area Designation

- Improve TR/RT services and the protection of the consumer
- Increase the level of recognition by employers, peer-practitioners, regulators, and consumers
- Obtain increased level of specialized professional knowledge and practice
- Expand continuing education opportunities within TR/RT by offering content geared towards specialization area
- Process is available to those certificants submitting recertification applications as an added option.

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

27

## CTRS Specialization Area Designations

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

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

28

## Initial & Recertification Application Process

Submit specialization area designation application at the time of recertification if you have:

75 continuing education hours specific to one of the specialization areas

5000 hours of recreational therapy work experience within one of the specialization areas

Application fees    \$25.00 – Initial Specialization Area Designation

                             \$20.00 – Annual Maintenance Fee

                             \$25.00 – Recertification fee

Application will be audited

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

29

## Recertification Decision...

**Approved** – Print updated CTRS Certificate

**Denied** – Submit Appeal Application for review by Standards Hearing Committee (SHC)

- Overturn Staff Decision
- Affirm Staff Decision
- Re-entry (Exam)

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

30

## Summary

Submit application by Due Date

Complete either:

Recertification – Education and Work Experience

Recertification – NCTRC Exam

Consider submitting a CTRS Specialization Area Designation Application

Use continuing education to develop your professional career!

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

31

## NCTRC and the CTRS

- Invest in Yourself
- Get involved in your profession
- Be driven to continuous learning and improvement of your skills
- Use NCTRC as a resource, we are here for you
- Be PROUD of and MAINTAIN your credential!

---

National Council for Therapeutic  
Recreation Certification®

*Protecting and Promoting Since 1981*

32



# Thank You!

NCTRC  
16 Squadron Blvd, Suite 101  
New City, NY 10956  
Phone: (845) 639-1439  
Fax: (845) 639-1471  
[www.NCTRC.org](http://www.NCTRC.org)

---

National Council for Therapeutic  
Recreation Certification®



*Protecting and Promoting Since 1981*