

CTRS® Annual Maintenance Application



OVERVIEW

To maintain certification and keep your certification status active, each CTRS is required to submit an annual maintenance application and fee for each year of the five-year certification cycle.

DIRECTIONS

The annual maintenance application and fee are due by the expiration date posted in your personal account. Complete the application below.

APPLICANT INFORMATION

Name:	Date of Application:	
Certification Number:		
Mailing Address:		
City:	State/Province:	Postal Code:
Country:		
Preferred Phone:	Email:	

FEES AND PAYMENT

Annual Maintenance Fee: **\$85**

If you are inactive, please submit the additional required fees.

Credit Card and ACH Authorization Form attached. Please email this completed form to nctrc@nctrc.org.

ELIGIBILITY QUESTIONS & DECLARATION

Mandatory Sections: NCTRC recommends that you read the eligibility questions carefully to ensure you submit accurate responses. Please complete all sections on this page for your application to be reviewed.

ELIGIBILITY QUESTIONS: Please check the appropriate response. A "YES" response to any of the questions posted below requires supporting documentation relevant to your response. NCTRC must be notified immediately if your response to any of the following questions changes during the period of your active certification.

- | | | |
|---|-----|----|
| 1. Do you have a disabling condition or addiction to any substance that could impair competent professional performance of therapeutic recreation services and/or jeopardize public health and safety? | Yes | No |
| 2. During this period, have you been subject to an investigation or disciplinary action by your employer, professional association, governmental entity or regulatory or licensing agency or authority? | Yes | No |
| 3. Have you ever been convicted, found or entered a plea of guilty or <i>nolo contendere</i> , or are you presently being investigated or charged with any felony or misdemeanor directly relating to therapeutic recreation services or public health and safety? | Yes | No |

Questions #2 and #3 include, but are not limited to investigations or disciplinary actions by an employer, state or federal licensing agency, and/or any crimes involving violence, rape, assault, sexual abuse, use or threatened use of a weapon, and/or the prohibited sale, distribution or possession of a controlled substance. You must identify all investigations, allegations, charges and outcomes, and attach documentation if available. Please submit via email to nctrc@nctrc.org. Note: if you are currently imprisoned, on probation or parole or a case is being appealed, NCTRC will deny certification or recertification until 3 years following the exhaustion of your appeal, completion of probation or parole, or final release from imprisonment, whichever is later.

DECLARATIONS—NCTRC PROCESSING AGREEMENT

NCTRC agrees to process your application subject to your agreement to the following terms and conditions.

1. To be bound by and in compliance with all NCTRC Certification Standards and rules.
2. To authorize NCTRC to disclose, publish and/or release, in the sole discretion of NCTRC, any information regarding your certification or recertification application or status and any final or pending disciplinary decisions.
3. To waive any claims against and release from all liability NCTRC, its officers, directors, employees, committee members, and agents arising out of NCTRC's review of your application, or eligibility for certification, renewal, recertification or reinstatement, conduct of the examination, or issuance of a sanction or other decision.
4. To only provide information in your application to NCTRC that is true and accurate to the best of your knowledge.
5. To abide by all NCTRC testing conditions as published from time to time.

SIGNATURE

By signing, I acknowledge and affirm that I have carefully read and understand NCTRC's standards, rules and requirements and that I agree to abide by these terms and to be bound by all of the provisions of the Declarations above.

Signature

Date

Printed Name

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®

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