



Guide to the NCTRC Organizational Continuing Education Session Content Pre-Approval Program

OVERVIEW

- National Council for Therapeutic Recreation Certification® (NCTRC) wants to support CTRs, recreational therapists, activity professionals, and practitioners from a variety of professions in their search for continuing education opportunities that align with the current NCTRC Job Analysis.
- NCTRC reviews and provides continuing education pre-approval of educational session content that is directly related to the NCTRC Job Analysis Study.
- The NCTRC Organizational Continuing Education (CE) Session Content Pre-approval Program reviews professional training, education, and learning opportunities to determine if the session content aligns with the NCTRC Job Analysis.
- This program provides advance approval of professionally sponsored continuing education (CE) sessions/courses/trainings/programs, including those that are included in the development of Organizational Digital Badges and Associated Micro-Credentials through the NCTRC badging program.
 - NCTRC pre-approval of continuing education session content is required to be eligible to apply for an NCTRC digital badge and associated micro-credential.
 - Academic coursework that is submitted as part of an NCTRC Organizational Digital Badge and Associated Micro-Credential Application is evaluated within that context.
 - The NCTRC Organizational CE Session Content Pre-approval Program does not evaluate the course objectives or quality of a course as it relates to the overall academic curriculum, nor does it evaluate standards for academic institutions or programs. The focus remains solely on whether the session content aligns with the NCTRC Job Analysis.

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- The purpose of the NCTRC Organizational Continuing Education Session Content Pre-approval Program is to enhance the opportunities for CTRs and others to engage in professional training and education to assure continuing competence in the practice of recreational therapy.
- Recreational therapists, activity professionals, and practitioners from a variety of professions can learn in confidence knowing that NCTRC has pre-approved continuing education session content from various conferences, workshops, as well as online and on-demand courses.

APPLICATION CATEGORIES

Initial application: NCTRC Organizational Continuing Education (CE) Session Content Pre-approval Application.

- NCTRC will review continuing education session content to determine if it is directly related to the NCTRC Job Analysis Study.
- All applicants must adhere to the policies and conditions as outlined below.

Renewal application: NCTRC Renewal Application for Organizational Continuing Education Session Content Pre-approval.

- To apply for renewal of NCTRC Continuing Education Session Content Pre-approval, continuing education session content must have current NCTRC pre-approval status (was pre-approved by NCTRC within the past 365 days).
- All applicants must adhere to the policies and conditions as outlined below.

POLICIES & CONDITIONS OF APPLYING

- All organizations seeking NCTRC Organizational Continuing Education Session Content Pre-approval must verify adherence to the most recent ANSI/IACET Standards.
 - Information on IACET/ANSI and their standards can be found at:
<https://www.iacet.org>.
- Applicants must sign and date the attestation section on the application for NCTRC review to take place.

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- NCTRC encourages early submission of applications and suggests submitting sessions thirty (30) days prior to the start date of the conference/webinar/event.
 - Session content is not eligible for review after the program/event date has passed.
 - On-demand sessions may be submitted to NCTRC for review at any time.
 - Note: The NCTRC review process takes approximately 2-3 weeks from the time of submission.
- NCTRC's involvement with the education process is ONLY to review and pre-approve the content of sessions.
 - Per NCTRC Certification Standards, the continuing education session content submitted must relate directly to the current NCTRC Job Analysis Study.
 - NCTRC provides continuing education pre-approval of educational session content directly related to the NCTRC Job Analysis.
- Session content submitted can include:
 - Conference sessions,
 - Workshop sessions,
 - Webinars,
 - Podcasts,
 - Online and on-demand courses,
 - Work-related educational sessions or in-services,
 - Academic coursework or session content that is submitted as part of an NCTRC Organizational Digital Badge and Associated Micro-Credential Application.
- Continuing education hours/credit terms:
 - NCTRC is not responsible for determining the dissemination of continuing education hours/credit.
 - It is the role of the organization to follow the IACET/ANSI standards (<https://www.iacet.org/standards/>).
 - Continuing education is measured according to actual instructional time as identified on the 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.

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HOW TO APPLY

Initial application process - NCTRC Continuing Education Session Content Pre-approval:

- Review the eligibility requirements found on the application.
- Complete and submit the **NCTRC Organizational Continuing Education Session Content Pre-approval Application**.
- Applications should be submitted at least thirty (30) days before the continuing education event to allow adequate time for the NCTRC review process.
- Complete the **NCTRC Credit Card & ACH Authorization Form** with appropriate fees for the entire review process and the number of sessions submitted.
- Submit the application and credit card authorization form to NCTRC.
 - Online submission is available if you have an organizational account through **MY NCTRC LOGIN**.
 - If you do not have an account with NCTRC, please email nctrc@nctrc.org and include "Organizational Continuing Education Session Content Pre-approval" in the subject line. NCTRC will then contact you to create an online account for future use.

Renewal application process - NCTRC Renewal Application for Organizational Continuing Education Session Content Pre-approval:

- Review the eligibility requirements found on the application.
 - When your NCTRC CE Organizational Pre-approval status is about to expire, please review the continuing education session content to see if it meets the criteria listed on the **NCTRC Renewal Application for Organizational Continuing Education Session Content Pre-Approval**.
- Complete and submit the NCTRC Renewal Application for Organizational Continuing Education Session Content Pre-approval.
- Applications must be submitted prior to expiration date of current NCTRC pre-approval status. We suggest submitting the renewal application at least thirty (30) days before the pre-approval status is set to expire to allow adequate time for the NCTRC review process.
- Complete the **NCTRC Credit Card & ACH Authorization Form** with appropriate fees for the number of sessions submitted for renewal.

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Renewal application process - NCTRC Renewal Application for Organizational Continuing Education Session Content Pre-approval (*continued*)

- Submit the application and credit card authorization form to NCTRC.
 - Online submission is available if you have an organizational account through **MY NCTRC LOGIN**.
 - If you do not have an account with NCTRC, please email nctrc@nctrc.org and include "Organizational Continuing Education Session Content Pre-approval" in the subject line. NCTRC will then contact you to create an online account for future use.

NCTRC DECISIONS AND NEXT STEPS

- The NCTRC review process takes approximately 2-3 weeks.
- Applicants will receive **NCTRC Organizational Continuing Education Decision Notification** results via email.
- 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.
 - See important notes below regarding pre-approval and denial decisions.

NCTRC's involvement with the education process is ONLY to review and pre-approve the content of sessions. NCTRC provides continuing education pre-approval of educational session content that is directly related to the NCTRC Job Analysis.

Important Notes regarding NCTRC Decisions:

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.
- Pre-approval includes the use of the **NCTRC Digital Marketing Package** (see NCTRC Organizational Continuing Education Decision Notification for more information).
- The NCTRC Digital Marketing Package provided in that email includes NCTRC-approved publicity statements and ZIP file graphics – making it easy for you to promote continuing education session content that is pre-approved by NCTRC.

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Important Notes regarding NCTRC Decisions: *(continued)*

Pre-approval Status - Information regarding Continuing Education Hours/Credit:

- 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.
- 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 and certificate of completion.
- If the organization will be communicating with attendees using Continuing Education Units (CEUs), please note that NCTRC reviews education in hours.
 - Continuing education units (CEUs) example, 30 minutes = 0.05 CEUs.
- Continuing education is measured according to actual instructional time as identified on documentation submitted. Each continuing education session must be 30 minutes or longer.
- NCTRC requests that attendees be informed that NCTRC pre-approved the CE session content only and that the continuing education “certificate of completion” issuance including the dissemination of continuing education hours/credit 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. It is the role of the organization to follow the IACET/ANSI standards.

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.
- NCTRC does not award pre-approval for continuing education session content that only partially relates to the NCTRC Job Analysis. All session content submitted in the application must meet the NCTRC Job Analysis, or it will be denied pre-approval.
- Denial may be appealed with the submission of a modified proposal.

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Additional NCTRC Services Available for CE Pre-Approval Status:

Continuing education session content that has been pre-approved by NCTRC within the past one year is eligible to be included in the following service requests and applications through NCTRC:

NCTRC Organizational Digital Badge and Associated Micro-Credential Application

- Applying for digital badges and associated micro-credentials through NCTRC shows your commitment to providing lifelong learners the tools necessary to achieve academic and professional goals, while also helping you establish yourself as the premier source for innovative continuing education.
- Third parties, including continuing education providers, may apply to NCTRC to develop a digital badge associated with an NCTRC approved micro-credential using continuing education session content which is pre-approved by NCTRC.
- For more information, go to [NCTRC.org](https://nctrc.org) to read the **Important Overview - NCTRC Organizational Digital Badge and Associated Micro-Credentials**.

NCTRC Ala Carte Promotional Toolkit

- The NCTRC Ala Carte Promotional Toolkit provides a variety of solutions to address your marketing needs, saving you time and effort.
- Continuing education providers and organizations are eligible to request that NCTRC distribute information directly related to continuing education session content that has been pre-approved by NCTRC within the past one year and/or digital badge(s) associated with NCTRC approved micro-credential(s).
- Request to have your pre-approved continuing education sessions added to: NCTRC e-Blasts, NCTRC bi-monthly e-News, and the NCTRC Continuing Education Online Event Calendar.
- Ready to get started? Use the **NCTRC Ala Carte Promotional Tools Request Form**.

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