



## OVERVIEW

- The NCTRC Organizational Continuing Education (CE) Session Content Pre-approval Program reviews 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) programs.
- 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.
- This program provides opportunities for CTRs, recreational therapists, activity professionals, and practitioners from a variety of professions to engage in NCTRC pre-approved professional training and education.

## ELIGIBILITY TO USE THIS FORM

To apply for renewal of NCTRC Continuing Education Session Content Pre-approval, all the following criteria must be 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.
  - a. Per NCTRC Certification Standards, the continuing education session content submitted must relate directly to the current **NCTRC Job Analysis Study**.
4. Continuing education hours - length of session has not changed since receiving NCTRC pre-approval status.
  - a. The continuing education session length is 30 minutes or longer.
5. Adhere to the **ANSI/IACET 2018 Standards** (<https://www.iacet.org/standards/>).

**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**.

## APPLICATION PROCESS

1. Complete the **NCTRC Renewal Application for Organizational Continuing Education Session Content Pre-approval**.
  - a. In the application, include each educational session title/content you are applying for renewed NCTRC pre-approval status. **If you are submitting multiple sessions** - email [nctrc@nctrc.org](mailto:nctrc@nctrc.org) for a copy of the **NCTRC Multiple Session Pre-approval Spreadsheet**.
2. Complete the **NCTRC Credit Card & ACH Authorization Form** with appropriate fees.
  - a. Administrative review fees apply. Fees are subject to the number of sessions submitted for renewal.
  - b. All fees must be in U.S. funds and one single payment.
3. Submit the application and credit card authorization form to NCTRC.
  - a. Online submission is available if you have an organizational account through **MY NCTRC LOGIN**.
  - b. If you do not have an account with NCTRC, please email [nctrc@nctrc.org](mailto: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.

## FEES

Administrative fees apply for session content applications that meet renewal criteria. Fees include the entire review process based on the number of sessions submitted. See fee structure below.

- 1-15 sessions = \$30
- Up to 30 sessions = \$50
- Up to 50 sessions = \$75
- Up to 100 sessions = \$150

All fees must be in U.S. funds and one single payment using the **NCTRC Credit Card & ACH Authorization Form**.

## APPLICANT INFORMATION

Organization Name:

Organizational Contact:

Mailing Address:

City:

State/Province:

Postal Code:

Country:

Preferred Phone:

Email:

CE Provider:

URL:

## ATTESTATION

I attest to having completed a full review of the Guide to NCTRC Organizational Continuing Education Session Content Pre-Approval Program and 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

If you are submitting multiple sessions - email [nctrc@nctrc.org](mailto:nctrc@nctrc.org) for a copy of the **NCTRC Multiple Session Pre-approval 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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**Session Pre-approval Expiration Date**

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

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**Submit this application form through your organization's account at MY NCTRC LOGIN or email the completed application form to [nctrc@nctrc.org](mailto: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](http://nctrc.org)

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