

CTRAC Certification Body of Knowledge

1. Advancement of Therapeutic Recreation/Activities Profession

- a. Professionalism
- b. Promotion of Therapeutic Recreation/Activities
- c. Publication
- d. Professional Standards
- e. Ethical Guidelines
- f. Knowledge of Professionals Associations and Organizations
- g. Scope

2. Documentation

- a. Assessments/Reassessments
- b. Accreditation—JC, CARF, CMS
- c. Evaluation of Progress Treatment
- d. Progress Notes/Charting
- e. Comprehensive Plans
- f. Recovery
- g. Treatment Care
- h. Palliative
- i. Individualized Intervention Plans

3. Human Development

- a. Human Development and Growth throughout the Lifespan
- b. Wellness Components
- c. Leisure and Aging
- d. Theories of Behavioral Change
- e. Stages of Change
- f. Adaptive Communications
- g. Development vs Chronological Ages

4. Management and Leadership

- a. Employee/Volunteer Management:
 - Interviewing
 - Hiring
 - Retention
 - Development
 - Recognition
 - Job Description
 - Team Building
 - Evaluation
 - Termination
- b. Developing Policy and Procedure
- c. Time Management
- d. Financial Management
- e. Quality Improvement
- f. Grant Writing
- g. Risk Management/Incident Reporting
- h. Consumer Rights
- i. Federal and State Regulations
- j. Community Partnerships

5. Clients Served with Challenges

- a. Cognitive
- b. Physical
- c. Social
- d. Emotional
- e. Psychological
- f. Mental Health

6. Therapeutic Program Development and Implementation

- a. Individual and Group Development
- b. Activity Analysis
- c. Participant Analysis
- d. Individual and Group Programs
- e. Implementation
- f. De-escalation

Clients Served with Challenges Cont.'

- g. Addictions
- h. Forensics
- i. Sex Offenders
- j. Diversity Factors (e.g. Social, Cultural, Educational, Economic, Geographical, Age, Ethnic, Gender)
- k. Senior Adults 65+
 - l. Adults 18-65
- m. Adolescence 13-17
- n. Children 0-12
- o. Veterans
- p. Youth at Risk
- q. Visual Impairments
- r. Hearing Impairments
- s. Hospice Care

Therapeutic Program Development and Implementation Cont.'

- g. Motivation
- h. Redirection
- l. Barriers That Impact Leisure Barriers
- j. Medication

- k. Diets
- l. Adaptations and Modification
- m. Special Events

7. Treatment Modalities

- a. Leisure Education
- b. Adaptive Activities
- c. Arts and Crafts
- d. Games and Sorts
- e. Sensory Stimulation and Integration
- f. Experiential Intervention
 - Art
 - Dance and Movement
 - Equine Activities
 - Aquatics
 - Drama
 - Humor
 - Animal Assisted Activities
- g. Discharge Planning