

Certified CTRAC Instructor (CCI/TXC)

Bi-Annual Recertification Requirement Chart

Credentialing Body: Consortium for Therapeutic Recreation/Activities Certification (CTRAC)

Requirement Category	What Is Required	Verification Needed	Fee	Frequency
Recertification Application	Submit completed Application for Recertification	Signed application form	\$125.00	Bi-Annually (on anniversary date)
Continuing Education	0.8 CEUs (8 contact hours) aligned with CTRAC Body of Knowledge	CE certificates attached	Included in recertification fee	Bi-Annually
Instructional Activity	Minimum 8 hours of teaching (classes, presentations, workshops)	Teaching log / documentation	No additional fee	Bi-Annually
Annual Instructor Report	Written summary of instructor activities	Report attached to packet	No additional fee	Bi-Annually
Mandatory Update Meeting	Attendance at TBA (via ZOOM) Update Meeting	Attendance verification	TBA registration fee	Bi-Annually
CEU Conversion Reference	1 CEU = 10 clock hours	N/A	N/A	Ongoing reference