

Certified CTRAC Instructor (CCI/TXC)

Initial Application Checklist

This checklist is designed to assist applicants in submitting a **complete and review-ready** application for the Certified CTRAC Instructor (CCI/TXC) credential. The goal of certification is to ensure that instructors who teach the CTRAC curriculum meet prescribed professional standards and demonstrate competence to educate Activity Professionals.

General Application Requirements (All Tracks)

- Completed CCI Initial Application Form (typed or printed clearly)
 - Application fee (non-refundable, as outlined in current fee schedule)
 - Copy of government-issued photo ID
 - Current résumé or curriculum vitae
 - Documentation of educational degree (official transcript or sealed copy, if required)
 - Documentation of completion of Certified CTRAC Instructor Training course
 - Proof of minimum 80% passing score on CCI Training Exam (if applicable)
 - Signed Code of Professional Conduct / Ethics Statement
 - Signed acknowledgment of CTRAC Instructor Policies
 - Any additional documentation requested by the Education Committee or Credential Review Committee
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Track I Checklist

(Bachelor's Degree or Higher – May Teach CTRAC I & CTRAC II)

- Bachelor's degree or higher in Therapeutic Recreation or related field
- Official transcript verifying degree
- If degree is in a related field, documentation for case-by-case review
- Completion of Certified CTRAC Instructor Training Course
- Minimum passing score of 80% on final exam

Optional:

- Application for additional AD/TRA/TRS (i.e., Introduction To Therapeutic Recreation & Therapeutic Recreation Program Design) instructor training (additional fees apply)
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Track II Checklist

(May Teach CTRAC I & CTRAC II – Case-by-Case Approval Required)

Core Requirements

- Completion of Certified CTRAC Instructor Training Course
- Minimum 80% passing score on final exam
- Approval by Education Committee Chair & Credential Review Committee Chair

Track II-A (Associate Degree Option)

- Associate degree in related field
- Official transcript

Field must fall within accepted categories (Allied Health, Human Development, Experiential Therapies, Teaching, etc.)

OR

Track II-B (Teaching Experience Option)

- Documentation of at least 2 years teaching/instructing experience
 - Experience within the past 10 years
 - Description of populations taught
 - Description of settings taught
 - Letters of verification (if required)
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Track III Checklist

(Current or Former CCI Within Past 2 Years)

- Documentation verifying prior CCI status within last 2 years
 - Exempt from initial exam
 - Agreement to assist with Introductory CCI Training Course (Spring or Fall session)
 - Completed application form
 - Applicable fee
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Important Notes

- All Certified CTRAC Instructors are authorized to teach CTRAC I and CTRAC II curriculum for Activity Directors.
- Only those who qualify under Track I may pursue additional training to teach TR I and TR II.
- Certification is not finalized until reviewed and approved by the appropriate CTRAC review committees.
- Incomplete applications may delay review or result in deferral.