
CTRAC RECERTIFICATION REVIEW CHECKLIST

Recertification Review Cycle – All Credential Levels

SECTION I: CERTIFICATION STATUS VERIFICATION

- Credential Level Verified (TRS/TXC, TRA/TXC, AD/TXC, CCI/TXC)
- Two-Year Recertification Cycle Confirmed
- Employment Status Verified

If currently employed full-time in TR/Activities field:

- 2.0 CEUs (20 Clock Hours) submitted

If NOT currently employed in TR/Activities field:

- 3.0 CEUs (30 Clock Hours) submitted
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SECTION II: CONTINUING EDUCATION REQUIREMENTS

- CEUs completed within current two-year cycle
 - CEUs correspond to CTRAC Body of Knowledge
 - Online CEUs do not exceed 1.0 CEU (10 Clock Hours)
 - Professional presentation credit does not exceed 1.0 CEU (10 Clock Hours)
 - CEU calculations verified (contact hour conversions accurate)
 - Certificates of completion attached
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SECTION III: SESSION DOCUMENTATION REQUIREMENTS

(Required for EACH session submitted)

For every CE session submitted, the following must be documented:

Session Information

- Title of Session
 - Sponsoring Organization / Agency
 - Date(s) of Completion
 - CEU or Contact Hour Amount
 - Endorsed Number (if applicable)
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CTRAC Body of Knowledge Alignment

- Identified Body of Knowledge category
 - Clear relevance to therapeutic recreation/activity practice
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SECTION IV: ADDITIONAL REQUIREMENTS FOR UNFAMILIAR AGENCIES OR TOPICS

If a session is submitted from an agency, provider, or topic that is not widely recognized or previously endorsed by CTRAC, the following must be included:

- Detailed Description of the Session
 - Overview of content covered
 - Scope of instruction

- Learning Objectives
 - Clearly stated instructional objectives
 - Objectives must reflect measurable learning outcomes
- Relevance Statement
 - Explanation of how the session aligns with the CTRAC Body of Knowledge
 - Explanation of how the session enhances therapeutic recreation/activity practice
- Presenter Credentials (if requested by CTRAC review panel)

Failure to provide the above documentation may result in:

- CEU disapproval
 - Request for additional documentation
 - Partial credit determination
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SECTION V: CONDITIONAL CERTIFICATION REVIEW (IF APPLICABLE)

If certified "With Conditions," verify completion of required coursework within designated timeframe.

TRS/TXC (Conditional):

- Required TR semester/quarter units completed

TRA/TXC (Conditional):

- Completion of Introduction to Therapeutic Recreation
- Completion of Therapeutic Recreation Program Design

AD/TXC (Conditional):

- Completion of Introduction to Therapeutic Recreation
 - Completion of Therapeutic Recreation Program Design
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 **Please NOTE:**

When continuing education is obtained from unfamiliar agencies, providers, or emerging topic areas, certificate holders must submit a detailed session description, learning objectives, and explanation of alignment with the CTRAC Body of Knowledge to ensure eligibility for CE credit approval.