

TRA/TXC Professional Eligibility Checklist

Therapeutic Recreation Associate / Texas Certified (TRA/TXC)

STEP 1: SELECT YOUR ELIGIBILITY TRACK

- I am applying under **Track I**
 - I am applying under **Track II**
 - I am applying under **Track III**
 - I am applying under **Track IV**
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TRACK I CHECKLIST

Associate Degree in Therapeutic Recreation

Education Requirements

- Associate Degree from an accredited institution
 - Major in Therapeutic Recreation
 - Minimum six (6) semester hours in Therapeutic Recreation theory and practice
 - One course must include Introduction to Therapeutic Recreation
 - Courses must contain TR-exclusive content (no activity-only courses)
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Internship Requirement

- 360-hour internship/fieldwork placement
 - Equivalent to three (3) university credit hours
 - Completed as part of academic program
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Coursework Age Requirement

If TR coursework and degree are over five (5) years old:

- Completion of six (6) semester units or nine (9) quarter units of updated TR theory and practice coursework prior to recertification
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TRACK II CHECKLIST

Related Degree + Experience Pathway

Education

- Associate Degree or higher in related field
 - Minimum six (6) semester hours in Therapeutic Recreation theory and practice
 - One course must include Introduction to Therapeutic Recreation
 - Courses must contain TR-exclusive content
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Employment Requirement

- Minimum one (1) year full-time experience (2,000 hours)
 - Employment in Therapeutic Recreation setting
 - Employment verification secured
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Coursework Age Requirement

If TR coursework and degree are over five (5) years old:

- Completion of six (6) semester units or nine (9) quarter units of updated TR coursework prior to recertification
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TRACK III CHECKLIST

Experience + Coursework Pathway

Employment

- Minimum four (4) years full-time experience (8,000 hours) in Therapeutic Recreation

Required Courses

- Completion of one approved course in Introduction to Therapeutic Recreation
- Completion of one approved course in Therapeutic Recreation Programming
(Courses must be completed through an accredited university or CTRAC-approved provider.)

University Credit Requirement

- Minimum 15 credit hours of university coursework related to the CTRAC Body of Knowledge
- If Intro to TR and Programming were completed for university credit:
- Courses counted toward 15-hour requirement

Coursework Age Requirement

If TR coursework is over five (5) years old:

- Completion of six (6) semester units or nine (9) quarter units of updated TR coursework prior to recertification

TRACK IV CHECKLIST

AD/TXC Advancement Pathway

Credential Requirement

- Currently hold CTRAC AD/TXC credential

Employment

- Minimum four (4) years full-time experience (8,000 hours)
- Experience obtained AFTER acquiring AD/TXC level

Required Courses

- Completion of approved Introduction to Therapeutic Recreation course
- Completion of approved Therapeutic Recreation Program Design course
(Courses must be from accredited university or CTRAC-approved provider.)

Coursework Age Requirement

If TR coursework is over five (5) years old:

- Completion of six (6) semester units or nine (9) quarter units of updated TR coursework prior to recertification

FINAL APPLICATION READINESS CONFIRMATION

- Official transcripts requested
- Employment verification secured (if applicable)
- Approved course documentation secured
- Coursework age verified
- Application completed in full
- Required fees included
- All documentation organized and labeled

APPLICANT ATTESTATION

- I confirm that I meet the eligibility requirements under the selected TRA/TXC track.
- I understand that final eligibility approval is determined by the CTRAC Credential Review Committee.

Applicant Signature: _____

Date: _____

ONLINE APPLICATION CHECKLIST

- Completed and sign the application
- Upload college/university transcripts (if applicable) which verify the course work listed on the application documents provide a copy of your official diploma, an official letter from the university registrar confirming your degree
- Upload or fax a copy of
 - Track 1 Agency Field Placement Verification Form or
 - Employment information release and authorization form
- Submit the application fee via or **“STRIPE”** account