

TRS/TXC Examination Eligibility Checklist

Therapeutic Recreation Specialist / Texas Certified (TRS/TXC)

Before submitting your application to sit for the TRS/TXC examination, review and complete the checklist that corresponds with your eligibility track (Track I, II, or III). This tool helps ensure you meet academic and/or employment requirements and have all required documentation prepared prior to submission.

Completion of the checklist does not guarantee examination approval. Final eligibility is determined by the Consortium for Therapeutic Recreation/Activities Certification Credential Review Panel.

◆ STEP 1: SELECT YOUR ELIGIBILITY TRACK

- I am applying under **Track I**
- I am applying under **Track II**
- I am applying under **Track III**

■ TRACK I CHECKLIST

Bachelor's or Higher Degree in Therapeutic Recreation Pathway

📖 Education Requirements

- Degree in Therapeutic Recreation (Bachelor's or higher)
- 15 semester units (or 20 quarter units)
Therapeutic Recreation theory & practice courses
(*No activity courses accepted*)
- 9 semester units (or 12 quarter units)
Recreation theory & practice courses
(*No activity courses accepted*)
- 18 semester units (or 27 quarter units)
Human functioning & development coursework
 - From at least **3 different subject areas**
 - No more than 6 semester units from one area
 - Acceptable areas include:
 - Adapted Physical Education
 - Social Services
 - Psychology
 - Special Education
 - Criminal Justice
 - Counseling
 - Life Development
 - Motor Development or Learning
 - Anatomy & Physiology
 - Etiology of Disability

📖 Internship Requirements

- 560 hours of supervised fieldwork/internship
 - Verified on official transcript
 - Completed in a Therapeutic Recreation program
 - Supervisor certified by CTRAC or NCTRC
 - Supervisor certified minimum 1 year
 - Supervisor employed as TRS in agency minimum 1 year
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Coursework Age Requirement

If degree/TR coursework is over 5 years old:

- Will be required to complete 12 semester units (or 16 quarter units) Therapeutic Recreation theory & practice courses refresher coursework before the initial recertification process

TRACK II CHECKLIST

Bachelor's or Master's Degree in Related Discipline Pathway

Degree

- Degree in Recreation, Leisure Studies, or Related Human Functioning Development Discipline

Employment Requirement

- 2 years full-time employment
- OR
- 4,000 paid hours within last 5 years
- Employment occurred in a therapeutic recreation setting
- Verified by TRS employed at agency during that time

Coursework Age Requirement

- 15 semester units (or 20 quarter units) Therapeutic Recreation theory & practice courses
If coursework is over 5 years old:
 - Will be required to complete 12 semester units (or 16 quarter units) Therapeutic Recreation theory & practice courses refresher coursework before the initial recertification process

TRACK III CHECKLIST

Extensive Professional Experience Pathway

Degree

- Bachelor's or Master's Degree in Recreation, Leisure Studies, or other discipline related to Human Function and Development

Employment Requirement

- 5 years full-time employment
- OR
- 10,000 paid hours within last 7 years
- Employment in human functioning & development discipline

Transcript Review

- Transcript includes core content courses such as:
 - Recreation
 - Psychology
 - Sociology
 - Anatomy & Physiology
 - Human Development
- Coursework subject to review by CTRAC Educational Chair or Credential Review Panel

Post-Certification Coursework Requirement

- Within first two-year certification cycle, applicant agrees to complete:
15 semester units (or 20 quarter units) Therapeutic Recreation theory & practice courses
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◆ **STEP 2: APPLICATION READINESS CHECK**

- Official transcript(s) requested
 - Employment verification secured (if applicable)
 - Supervisor verification secured (if applicable)
 - Coursework age verified (within 5 years OR updated)
 - Application form completed
 - Fees included
 - Documentation organized and labeled
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◆ **STEP 3: BEFORE YOU SUBMIT**

Confirm:

- All coursework meets CTRAC content guidelines
 - No activity-only courses included
 - Unit conversions (semester vs quarter) verified
 - Fieldwork documentation complete
 - Employment dates clearly documented
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◆ **FINAL ATTESTATION**

- I confirm that I meet all requirements under the selected track.
- I understand that eligibility will be reviewed by CTRAC prior to examination approval.

◆ **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