



**Therapeutic Recreation Ontario
Provincial Registration
Appeal Application Package
*Effective February 2010***

**A Credential for
Therapeutic Recreation Professionals
in Ontario**

New TRO Mailing Address (effective Sept 2010)

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THERAPEUTIC RECREATION ONTARIO

REGISTRATION APPEAL APPLICATION PACKAGE

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PREAMBLE

The Therapeutic Recreation Ontario (TRO) appeal package is meant for those TRO members who, for one reason or another, have not attained the necessary points in each criteria area to become registered successfully. We hope that you clearly understand the reason for your initial registration application being declined and that you will forward the necessary documentation to ensure your successful registration.

The Registration Review Committee will take great care in reviewing your appeal and will inform you of the decision, following the next review date as outlined in the initial registration package. Please ensure you read your registration portfolio application response letter carefully, as it outlines what actions you need to take.

It is your right as a TRO member to appeal the decision of the Registration Portfolio Review Committee if your registration status has been declined. However, it is your responsibility to appeal the decision within the time frame outlined in this document and the registration portfolio application package.

TRO members who **successfully appeal** their application now will **automatically** obtain the R/TRO designation which demonstrates a level of excellence. As the province continues to move toward regulation, the R/TRO will represent the minimum credential necessary.

REGISTRATION ELIGIBILITY CRITERIA

The registration (R/TRO) process is currently a voluntary credential which will become the necessary minimum criteria for regulation. Members become registered if they can accrue a minimum of 200 points overall. **Minimum point totals must be attained from all four criteria areas.**

- T.R. Experience minimum 50 points / maximum 100 points
- Formal Education minimum 50 points / maximum 100 points
- Professional Affiliations minimum 25 points / maximum 50 points
- Professional Contributions minimum 25 points / maximum 50 points

Note: To retain registration status, members must maintain membership in good standing with TRO. In the future as the province moves toward regulation, it will be necessary to prove continued competency. This will not begin until after October 2010.

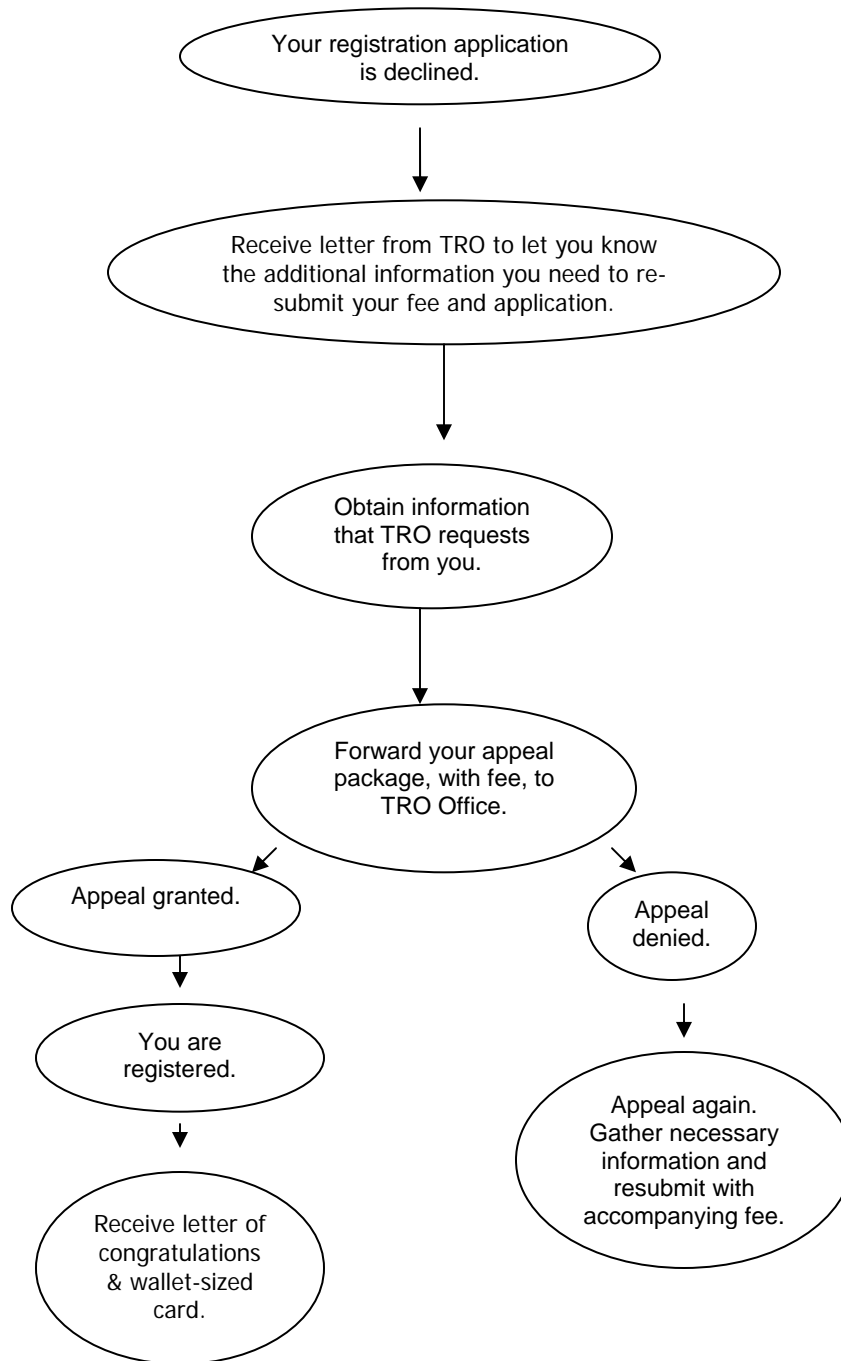
Certified Therapeutic Recreation Specialist (CTRS) Path *(Effective November 2008)*

CTRS TRO members become registered (R/TRO) if they can accrue a minimum of 50 points including at least 25 points in the Professional Affiliations category and 25 points in the Professional Contributions category. The cost for CTRS applicants is \$75.

- CTRS (provide documentation such as a copy of your current certificate)
- Professional Affiliations (TRO member): minimum 25 points
- Professional Contributions: minimum 25 points

Note: To retain registration status, members must maintain membership in good standing with TRO. In the future as the province moves toward regulation, it will be necessary to prove continued competency. This will not begin until after October 2010.

REGISTRATION APPEAL PROCESS



REGISTRATION APPEAL PREPARATION INTRUCTIONS

This package is meant to assist you with completing your portfolio appeal application. Please read the entire document first and complete the appeal application form as instructed.

1. Please ensure you read your registration portfolio application response letter carefully as it outlines what actions you need to take.
2. Payment of \$25.00 is required to be included in your portfolio appeal package, payable to *Therapeutic Recreation Ontario - Registration*.
3. Portfolio Appeals will be reviewed quarterly: February, May, August, November. Please ensure that your appeal package is postmarked by the first of the month prior to appeal review.
4. It is essential that you re-submit your appeal within 6 months of receipt of declined registration. If you do not re-submit within the time frame, you will be required to initiate the entire registration application process again at a cost of \$150.00.
5. For ease of review, please submit portfolio appeals in a non-bound format (e.g. loose leaf binder).
6. Please submit your entire application package including your original point pages and the necessary additional supporting documentation with the appropriate appeal form.
7. If your appeal application is incomplete, an additional charge of \$25.00 will be administered for each re-submission.
8. **Make a copy of your portfolio for your files**, as it will not be returned unless you pay the **\$15 admin fee** that is listed on the application form. It is recommended that you make a copy however, as TRO will not assume responsibility for loss or damages.
9. Please send completed appeal application and a \$25.00 fee, made payable to *Therapeutic Recreation Ontario – Registration*, to the TRO Office. Your payment will be processed on date received at the TRO office and a receipt will be issued to you.

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REGISTRATION APPEAL APPLICATION **FORM INSTRUCTIONS:**

Step 1: PROFESSIONAL REGISTRATION APPLICATION - APPEAL

1. Complete the professional registration application – appeal.
2. Your application must reach the TRO office by the deadline outlined in the portfolio preparation instruction section.
3. Please make a copy of your portfolio prior to sending your application package to the TRO office.
4. Payment of \$25.00 made payable to *Therapeutic Recreation Ontario - Registration* must be received with your application package in order for it to be processed.
5. Indicate which criteria you are appealing on appendix page-2 and provide a rationale for your appeal.

Go to Form 1 “Professional Registration Application – Appeal”.

Step 2: T.R. EXPERIENCE - APPEAL **(minimum 50 points/maximum 100 points)**

1. **Only work experience from the last 10 years will be accepted.**
2. Job Description – you must include your job description.
 - Educators – Standards of practice must be outlined in the courses you are teaching, and course outlines must be included in your package.
 - Managers – Please forward your job description. If it does not demonstrate the TRO standards of practice, job descriptions should indicate the standards of practice that are facilitated in the services you oversee.
 - **NOTE: TO BE ACCEPTED FOR REGISTRATION, YOUR JOB DESCRIPTION MUST REFLECT THE FOLLOWING STANDARDS: TR ASSESSMENT, TR INTERVENTION PLAN, TR PROGRAM DEVELOPMENT, TR PROGRAM DELIVERY, TR DOCUMENTATION, TR EVALUATION, AND COMMUNITY PRACTICE.**

For more information on the Standards of Practice please see page 8. Your facility must document hours of service in the form of a letter on company letterhead signed by your immediate supervisor.

3. Calculation of hours – Complete Form #2 entirely. If needed, 3 additional work experience forms have been included in this package. The easiest way to calculate your point value: take your total hours of service divided by 1950 X 10 X your multiplying factor.
4. See examples on page 6.
5. Full time, contract, part time, casual, TR co-op or internship experience are acceptable.
6. Please ensure that the points that you have calculated in this section are transcribed to the *final points page* on Form 6.

TR Experience = total hours of service ÷ 1950 x 10 x multiplying factor

1 year full time = 1950 hours = 10 points.

Standardized TRO Job Title	Standards Practiced	Multiplying Factor
Therapeutic Recreation Professional Recreation Therapist	1,2,3,4,5,6,9	5
Therapeutic Recreation Student Intern	1,2,3,4,5,6,9	4
Therapeutic Recreation Assistant/Associate/Programmer	3,4	3

Examples:

1. Recreation Therapist with 2 years’ full time experience (3900hrs). Her job description shows she regularly incorporates standards 1–6, 9, evidence which makes her a Therapeutic Recreation Professional.

$3900 \div 1950 \times 10 \times 5 = 100$ points.

She **earns** the maximum number of points available in this category.

2. Recreation Therapy Assistant with 4 years’ half time experience (3900 hours). Her job description shows she only performs only standards 3 and 4 regularly, evidence which makes her a Therapeutic Recreation Assistant.

$3900 \div 1950 \times 10 \times 3 = 60$ points.

She **earns** enough points required in this category.

Go to Form 2 “TR Experience – Appeal” and complete.

STANDARDS OF PRACTICE LINKED TO TR EXPERIENCE CATEGORY

- 1. THERAPEUTIC RECREATION ASSESSMENT** - Utilizes an individualized and systematic process to determine individual strengths, needs, and interests of clients to establish the priorities and direction of TR intervention.

- 2. THERAPEUTIC RECREATION INTERVENTION PLAN** – Outlines specific strategies and modalities based on assessment results. The individualized plan is achieved via a collaborative approach including the client and support networks to attain a client-centred and outcome-oriented process.

- 3. THERAPEUTIC RECREATION PROGRAM DEVELOPMENT** - Creates a framework for each program addressing the needs and interests of clients within the context of their environment. It is a systematic process based on the intervention plan. Individual and group program outlines should include purpose, rationale, description, target population, goals, outcomes, evaluation mechanisms and resource requirements.

- 4. THERAPEUTIC RECREATION PROGRAM DELIVERY** - Encompasses the provision of outcome oriented programs in a variety of service delivery settings that reflect a continuum of care model. A therapist's action is determined by the intervention plan and can be offered on an individual and/or group basis.

- 5. THERAPEUTIC RECREATION DOCUMENTATION** - Is the comprehensive collection of information related to every aspect of therapeutic recreation intervention. This can include a variety of methods (written, verbal, electronic, etc.) and the steps of an initial screening, assessment report, progress report, discharge report, case review and/or intervention notes. Provides a basis for professional accountability.

- 6. THERAPEUTIC RECREATION EVALUATION** - Involves a thorough review of therapeutic recreation assessment, intervention plan, program development and program delivery to illustrate and ensure the efficacy of our service.

Step 3: FORMAL EDUCATION- APPEAL
(minimum 50 points/maximum 100 points)

1. You must provide a photocopy of your Official Transcript from each post secondary institution attended. Allow plenty of time for ordering transcripts.
2. You must provide a photocopy of your diploma(s)/ degree(s).
3. If your transcript is in French, the Registration Review Committee will obtain translation services if necessary.
4. If you are having difficulty having your transcripts sent directly to you, please contact the TRO office for instructions.
5. **Include copies of all diploma(s)/ degree(s) that you have been awarded and indicate your points on form 3. Any courses taken as part of your diploma(s)/ degree(s) CAN be applied to points in “Additional Course Work” on Appendix page 8.**
6. **When a diploma/ degree has not been awarded, and you have taken TR or general recreation courses please fill out the appropriate sections outlined on Appendix page 8.**

Education Point Structure

Education Program	Base Points	General Recreation Supportive Coursework Required (No Point Value)	TR Courses Required (5 points/course)	Total Points
4 yr. T.R. Degree	75	NA	3 T.R.	90
Master's Degree R & L	65	NA	3 T.R.	80
4 yr. R & L Degree	55	NA	3 T.R.	70
3 yr. R & L Degree	45	NA	3 T.R.	60
2 yr. R & L Diploma/ 2 yr. TR Diploma	35	NA	3 T.R.	50
4 yr. Allied Degree	35	<ul style="list-style-type: none"> • 3 General Recreation Courses 	5 T.R.	60
3 yr. Allied Degree	30	3 General Recreation Courses	5 T.R.	55
2 yr. Allied Diploma	25	<ul style="list-style-type: none"> • 3 General Recreation Courses 	6 T.R.	55
Non-Allied Degree (3 or 4 Year)	15	<ul style="list-style-type: none"> • 3 General Recreation Courses 	7 T.R.	50

- Your education must include the minimum number of TR courses indicated (this can be within your degree/diploma or in addition).
- General Recreation Course must reflect "Recreation/Leisure/Play/Leadership" in the Course Title or Course Description
- If you have an allied degree/diploma, your education must also include the specified recreation courses (this can be within your degree/diploma or in addition)
- You must earn a minimum of 50 points and may earn a maximum of 100 points in the education section.

Additional Course Work:

- A course will be defined as a minimum 30-hour credit course with a theoretical or philosophical focus from an accredited university or college.
- Candidates will score 5 additional points for each TR course they study within or in addition to their degrees or diplomas.
- **Where a diploma/ certificate/ degree has not been awarded, and you have taken TR or general recreation courses please fill out the appropriate sections outlined on Form 3.**
- Practicum, internship and placement studies will not be counted in education, but will score points in the TR Experience category.

Examples of Allied Diplomas and Degrees:

Allied Diploma Examples:

- Activation Coordinator
- Community Gerontology
- Child & Youth Worker
- Developmental Services Worker
- Early Childhood Education
- Drug and Alcohol Counsellor
- Fitness & Health Promotion
- Fitness & Lifestyle Management
- Outdoor Adventure
- Social Service Worker

Allied Degree Examples:

- Kinesiology
- Physical Education
- Psychology
- Sociology
- Music Therapy
- Art Therapy
- Gerontology
- Disability Studies

Go to Form 3 “Formal Education – Appeal” and complete.

Step 4: PROFESSIONAL AFFILIATION - APPEAL **(minimum points 25/ maximum points 50 points)**

1. You must provide copies of receipts, certificates, or membership cards to show you are a current member in good standing with all organizations.
2. Name each organization under the respective category.

Professional Affiliations – Direct

	Organization	Member
Direct	Therapeutic Recreation Ontario	25
National	Canadian Therapeutic Recreation Association	10
Regional & Local	TRO Eastern Region Hamilton TR Association Waterloo/Wellington TR Association Toronto TR Association Other	10
Provincial	BCTRA ATRA (Alberta) Other	10
International	NTRS ATRA Other	10

Professional Affiliations – Allied

- Affiliations not based in therapeutic recreation but related to your role may apply and will be considered on an individual basis (e.g. Alzheimer Society).
- Allied point values = **5 points** per allied membership.

Go to the Form 4 “Professional Affiliation – Appeal” and complete.

Step 5: PROFESSIONAL CONTRIBUTIONS - APPEAL **(minimum points 25/ maximum 50 points)**

1. **Professional Contributions within the last five years (5) will be considered.**
2. TRO Sponsored events – In order to attain maximum points, you must provide your Professional Contributions Credit (PCC) transcript for each workshop and/ or conference attended. If you choose not to supply the PCC transcript, points may be awarded, but will receive the points awarded for Non-TRO sponsored events.
3. Non-TRO sponsored events -You must provide proof of contributions – e.g. receipt of payment for attending conference/ workshop, copy of program brochure, copy of program if presenting, letter from employer for in-services provided at work, copy of journal's table of contents, etc.
4. Please refer to pages 26 to 28 for more detail with regard to specific documentation required.

STANDARDS OF PRACTICE LINKED TO PROFESSIONAL CONTRIBUTIONS **CATEGORY:**

7. THERAPEUTIC RECREATION RESEARCH - Demonstrates the benefits of a planned systematic analysis of the components that comprise therapeutic recreation services. Work in this area illustrates professional efficacy while contributing to the growth of therapeutic recreation as a whole.

8. THERAPEUTIC RECREATION PROFESSIONAL DEVELOPMENT - A commitment to ongoing involvement in upgrading personal and professional knowledge related to therapeutic recreation.

9. THERAPEUTIC RECREATION AND COMMUNITY PRACTICE - The obligation to create opportunity for community involvement for clientele in a variety of service delivery settings.

PROFESSIONAL CONTRIBUTION CATEGORIES

Category	Activity List items within each category	Points	Maximum points allowed
Educational Opportunities	TRO Sponsored Events	1 per hour	10
	TRO Sponsored Events	2	
	Non-TRO Sponsored Events	1 per 3 hours	
	Non-TRO Sponsored Events	1	
Supervising	Supervising and/or training volunteers in recreation/activity related program areas	1 per 10 hours	10
	Supervising a student on TR placement, practicum or internship	5 per 35 hours	
	Supervising or training therapeutic recreation staff	2 per 10 hours	
Presenting/ Teaching	TRO Sponsored Events	1 per hour	15
	Non-TRO Sponsored Events	1 per 3 hours	
	Teaching a full term course related to the practice of TR	5	
Publishing Articles	Published journal article related to the practice of TR in a journal/ Research Annual	10 per article	20
	Published article related to the practice of TR in the <i>inTRO</i>	2	
	Published newsletter article related to the practice of TR other than those that are facility published	1	
	Writing grant or research proposals & conducting research related to TR	10	
Professional Organizations	Working in an organization and acting as a participant or leader on an accreditation team	2	20
	Participating in a recognized direct professional organization(s) at the Executive	Executive = 5 Committee = 3	
	Participating in a recognized allied professional organization(s) at the Executive	Executive = 3 Committee = 1	
	TRO Sponsored Events – Sitting on a conference organizing committee	Chair = 5 Co-chair = 3 Committee = 2	
	Non - TRO Sponsored Events – Sitting on a conference organizing committee	2	
Promoting TR	Promoting the practice of therapeutic recreation (e.g., TR Awareness Week Activities)	1	1

Go to Form 5 'Professional Contributions' and complete.