

**Checklist for Designation Application
(R/TRO DIP, R/TRO)
Package Submission**

FORMS	Complete	Supporting Documentation
FORM #1: Designation Application	<input type="checkbox"/>	Make payment online on the TRO website Submit copy of payment notification with application package
		See TRO website for deadlines and submission instructions
FORM #2: Formal Education	<input type="checkbox"/>	Photocopy of official transcript
		Photocopy of degree/diploma/certificate
		Course descriptions as necessary
FORM #3 (A or B): Practical Experience	Pathway A: Chart <input type="checkbox"/>	
	Pathway B: Job/Placement #1 <input type="checkbox"/> Job/Placement #2 <input type="checkbox"/> Job/Placement #3 <input type="checkbox"/> Job/Placement #4 <input type="checkbox"/>	Job descriptions from jobs/placements Letters from jobs/placements indicating number of hours worked
FORM #4: Professional Affiliation	<input type="checkbox"/>	Ensure your Professional membership is current – TRO staff will confirm in the database. (Graduating students, use your transition discount code to get 50% off your first Professional membership)
FORM #5: Professional Contributions (Minimum 25 points)	<input type="checkbox"/>	PCC Transcripts for TRO sponsored events
		Professional Contribution Criteria Form (5a) for non-TRO sponsored events
		Certificates indicating hours for non-TRO sponsored events
		Supporting letters for supervising volunteers/students/staff
		Supporting letters/flyers/outlines for presenting/teaching
		Copies of published articles/newsletters
		Letters of support for promoting TR/volunteering
		Supporting letters and supporting documentation (i.e. printed webpage) for student activities
Photocopies of nominations/submissions/certificates for TRO awards and contests		