



# **Therapeutic Recreation Ontario Registration Application Package INSTRUCTIONS**

*Effective Sept 1, 2015*

**R/TRO**

## **A Designation for Therapeutic Recreation Professionals in Ontario**

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# THERAPEUTIC RECREATION ONTARIO REGISTRATION APPLICATION PACKAGE

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# PREAMBLE

Since TRO's inception (November 1999), the organization has worked diligently to advance the profession by developing a provincial **Code of Ethics** and a nationally recognized set of **Standards of Practice**. TRO is an organization that has used a collaborative approach with its members in terms of content and acceptance of these two **critical** documents. The registration designations (R/TRO and R/TRO DIP) are currently voluntary designations that demonstrate excellence in therapeutic recreation.

# REGISTRATION ELIGIBILITY CRITERIA

The registration (R/TRO) process is currently a voluntary designation which demonstrates excellence in therapeutic recreation practice. Members become registered once they accrue a minimum of 250 points overall.

- Formal Education 100 points
- Practical Experience 100 points
- Professional Affiliation 25 points
- Professional Contributions minimum 25 points

**To retain registration status, members must maintain membership in good standing with TRO and complete the R/TRO maintenance package every 5 years.**

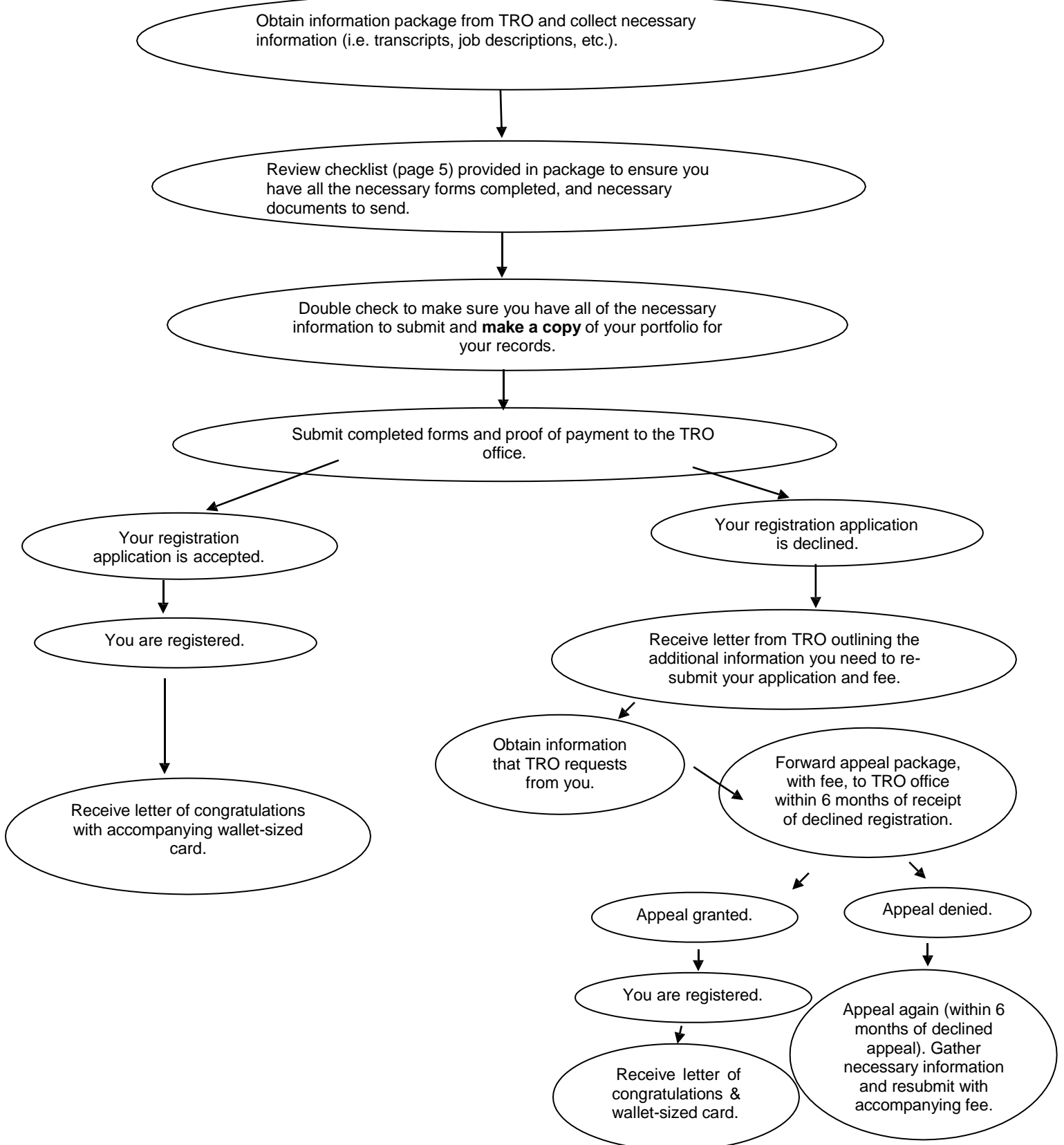
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## **Certified Therapeutic Recreation Specialist (CTRS) Path**

CTRS TRO members become registered (R/TRO) once they accrue a minimum of 50 points including 25 points in the Professional Affiliation 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): 25 points
- Professional Contributions: 25 points

# REGISTRATION APPLICATION PROCESS



# PORTFOLIO PREPARATION INTRUCTIONS

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

1. Please ensure payment of \$165.00 + hst (\$75 for CTRS applicants).

Directions for Payment:

Visit the TRO Website - Login to Your Membership Profile

Once logged in scroll over the Membership Tab and scroll down to

Registration with TRO. Scroll down and click on the link: **To make**

**your payment click [HERE](#)**. Then follow the prompts to complete your payment.

If you have trouble purchasing Registration items please contact the TRO Office.

2. Portfolios will be reviewed quarterly: February, May, August and November. Please ensure that your portfolio is postmarked by the first of the month prior to portfolio review.
3. For ease of review, please submit portfolio in a non-bound format, **DO NOT submit stapled or paper-clipped packages. DO NOT use binders or plastic sleeves either. Put an elastic around your package and mail it in an envelope.**
4. Please separate documentation into 5 identified sections (see page 4 for sections necessary for the CTRS path):
  - A) Registration Application Form
  - B) Formal Education
  - C) Practical Experience
  - D) Professional Affiliation
  - E) Professional Contribution.
5. Please include all required supporting documentation with the appropriate form.
6. Appeals will be considered on a case-by-case basis for a fee of \$25.00 +hst. You have 6 months to re-submit your appeal with required documentation. If you do not re-submit within this time frame, you will be required to initiate the entire registration application process again at a cost of \$165.00 +hst.
7. **Make a copy of your portfolio for your files**, as it will not be returned unless you pay the **\$25 administration fee +hst**. It is recommended that you make a copy as TRO will not assume responsibility for loss or damages.
8. Please send completed application to the TRO Office:

**Therapeutic Recreation Ontario**

850 King St W, Suite 20

Oshawa ON L1J 8N5

**R/TRO  
Checklist for Package Submission**

<b>FORMS</b>	<b>Complete</b>	<b>Supporting Documentation</b>
<b>FORM #1</b> Professional Registration Application	<input type="checkbox"/>	Make payment online at the TRO store Postmarked by the first of the month prior to review date
<b>FORM #2:</b> Formal Education	<input type="checkbox"/>	Photocopy of official transcript Photocopy of degree/diploma Course descriptions as necessary
<b>FORM #3</b> Practical Experience	<input type="checkbox"/>	Pathway A: Practical Experience Checklist Pathway B: See form for details on req'd supporting materials.
<b>FORM #4:</b> Professional Affiliation	<input type="checkbox"/>	Ensure TRO professional/student membership is in good standing (paid for & current). Complete requested information on form 4.
<b>FORM #5:</b> Professional Contributions	<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 Election materials/letters for participation in Professional Organizations 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
<b>Form #6:</b> Final Points Summary Page	<input type="checkbox"/>	Completed final points summary page

# APPLICATION FORM INSTRUCTIONS

## Step 1: REGISTRATION APPLICATION

**PLEASE NOTE:**

1. Your application must reach the TRO office by the deadline outlined in the portfolio preparation instruction section.
2. Please make a copy of your portfolio prior to sending your application package to the TRO office.
3. Payment of \$165.00 +hst and any applicable administration fees must be made online.
4. If TRO receives your package after the deadline, your application will be held at the TRO office until the next review date.

**Go to Form 1 and complete the professional registration application.**



## Step 2: FORMAL EDUCATION (100 points)

This category applies to relevant therapeutic recreation degree/diploma programs at a recognized post-secondary institution.

### PLEASE NOTE:

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 degree(s)/diploma(s)
3. If your transcript is in French, the Practice 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 degree(s)/diploma(s) that you have been awarded and indicate your points on Form 2.
6. **Check the TRO website: <https://www.trontario.org/education-research/tr-curriculum-review-for-/index.html> to see if your program has been reviewed through TRO's Curriculum Review for Registration Eligibility application. If it has, submit using Pathway A. You do not need to submit any supporting documentation for coursework. If it has not, please submit using Pathway B and include course descriptions for necessary TR and supportive coursework.**
7. Please ensure that the points that you have calculated in this section are transcribed to the *final points page (Form 6)*.

## Education Point Structure

Designation	Degree/Diploma	TR coursework	Supportive coursework	Points
<b>R/TRO</b>	Successful completion of the following:  TR degree <i>or</i>  Allied degree* + post graduate certificate in TR <i>or</i>  Allied degree + TR diploma	Minimum 2.5** TR credits will address the following competency dimensions outlined in TRO's Essential Competency Framework and meet the definition of a TR course as defined in the R/TRO application package. <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Intervention Plan</li> <li>• Program Development</li> <li>• Program Delivery</li> <li>• Documentation</li> <li>• Evaluation</li> <li>• Community Practice</li> <li>• Research</li> <li>• Communication and Interprofessional Collaboration</li> <li>• Professional Accountability</li> <li>• Professional Development</li> </ul>	Minimum 2.5** credits within one or more of the following areas: <ul style="list-style-type: none"> <li>• social science</li> <li>• health science</li> <li>• humanities</li> </ul>	100 pts

\*An allied degree is a degree in health and human services. Refer to forms pages for definitions

\*\* 0.5 credits equals 1 university semester course

**Go to Form 2 'Formal Education' and complete.**

## Step 3: Practical Experience Pathway A (100 points)

Pathway A applies to those graduates in 2016 and beyond who have attended a school whose curriculum has been reviewed through TRO's TR Curriculum Review for Registration eligibility process. This category applies to placement hours obtained through the applicant's Therapeutic Recreation degree or post graduate certificate. Check our website for an up-to-date list of schools whose curriculum has been determined to be aligned with the Essential Competency Framework:

<https://www.trontario.org/education-research/tr-curriculum-review-for/index.html>

### PLEASE NOTE:

1. To be accepted for registration, practical experience will address the following Standards of Practice and dimensions outlined in TRO's Essential Competency Framework:
  - Assessment
  - Intervention Plan
  - Program Development
  - Program Delivery
  - Documentation
  - Evaluation
  - Community Practice
  - Research
  - Communication and Interprofessional Collaboration
  - Professional Accountability
  - Professional Development

For more information on the Standards of Practice and competencies please see page 13.

2. Pathway A Practical Experience chart is required to be filled out and signed by the placement coordinator/school designate from your educational institution.

## Practical Experience (Pathway A) Point Structure

Education Program	Essential Competencies Addressed During Practical Experience	Total Hours Required	Total Points
TR degree <i>or</i> Allied degree + post graduate certificate in <i>or</i> Allied degree + TR diploma	Practical experience will address the following dimensions outlined in TRO's Essential Competency Framework. <ul style="list-style-type: none"> <li>• Assessment</li> <li>• Intervention Plan</li> <li>• Program Development</li> <li>• Program Delivery</li> <li>• Documentation</li> <li>• Evaluation</li> <li>• Community Practice</li> <li>• Research</li> <li>• Communication and Interprofessional Collaboration</li> <li>• Professional Accountability</li> <li>• Professional Development</li> </ul>	710 hours	100 points

**Go to Form 3a 'Practical Experience A' and complete.**

## Step 3: Practical Experience Pathway B (100 points minimum)

Pathway B applies to those who graduated 2015 and prior who meet the formal education requirements, as well as any out of province applicants and/or graduates of 2016 and beyond whose academic programs have not been reviewed by TRO's TR Curriculum review for Registration eligibility process. This category applies to work experience hours obtained through internships and work experience directly related to Therapeutic Recreation.

### PLEASE NOTE:

1. Only work experience from the last 10 years will be accepted.
2. Job Description – you must include your job description (not job posting).
  - **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 TR Community Practice.**
  - 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.

For more information on the Standards of Practice please see page 13.

3. Your facility must document hours of service in the form of a letter on company letterhead and must be signed by your immediate supervisor.
4. Calculation of hours – Complete Form 3b entirely. If needed, 3 additional pages of the work experience form have been included in this package. The easiest way to calculate your point value: take your total hours of service divided by  $1950 \times 20 \times$  your multiplying factor.
5. See examples on page 12.
6. Full time, contract, part time, casual, TR co-op or internship experience are acceptable.
7. TR Co-op or internship positions without a job description can submit the job description of their supervisor
8. 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 20 x multiplying factor**  
 1 year full time = 1950 hours = 100points

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

**Examples:**

**1.** Recreation Therapist with 1 years’ full time experience (1950 hrs). Her job description shows she regularly incorporates standards 1–6, 9, evidence which makes her a Therapeutic Recreation Professional.

1950 ÷ 1950 x 20 x 5 = 100 points.

She **earns** the required number of Practical Experience points.

**2.** Recreation Therapy Intern with a 560 hour internship. Her job description shows she performs standards 1–6, 9, evidence which makes her a Therapeutic Recreation student/intern.

560 ÷ 1950 x 20 x 4 = 23 points.

She **does not earn the minimum** number of points in this category and will need to acquire additional practical experience hours.

**3.** Recreation Therapy Intern with a 560 hour internship. His job description shows he performs standards 1–6, 9, evidence which makes him a Therapeutic Recreation student/intern. He then continued on to his employment and obtained just over 3/4 years’ full time experience (1550 hrs). His job description shows he regularly incorporates standards 1–6, 9, evidence which makes him a Therapeutic Recreation Professional.

**Internship:** 560 ÷ 1950 x 20 x 4 = 23 points.

**Professional :** 1550 ÷ 1950 x 20 x 5 = 79 points.

**Total TR Experience =** 102 points.

He **earns the required** number of points in this category.

**Go to Form 3b “Practical Experience B’ and complete.**

# Standards of Practice and Essential Competency Dimensions

- 1. Assessment:** Utilizes an individualized and systematic process to determine individual strengths, needs, and interests of clients to establish priorities and direction of TR intervention.  
*Examples: Measuring patient needs in order to develop programs, creating or developing assessment tools.*
- 2. Intervention:** 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-centered and outcome-oriented process.  
*Example: Multidisciplinary discussion (medical rounds, education).*
- 3. 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.  
*Examples: Creating or modifying programs, the history or motivation around program development explains the 'what and why' of programs.*
- 4. Program Delivery:** Encompasses the provision of outcome-oriented programs in a variety of service delivery settings that reflect a continuum of care model. A therapeutic recreation practitioner's action is determined by the intervention plan and can be offered on an individual and/or group basis.  
*Examples: Explaining changes made to programs and their impact, modifications made for groups or individuals, step-by-step process of delivery, explains the "how to" of programs.*
- 5. Documentation:** 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. Documentation provides a basis for professional accountability.  
*Examples: MDS and/or other specific tools used, what to include to ensure effective documentation, importance of documentation.*
- 6. Evaluation:** Involves a thorough review of therapeutic recreation assessment, intervention plan, program development, and program delivery to illustrate and ensure the efficacy of therapeutic recreation services.  
*Examples: New evaluation tools/processes, ways to gather accurate information from clients (focus groups, one on one, questionnaires, satisfaction surveys, etc.), how to get patients to focus groups, formal versus informal methods.*
- 7. Community Practice:** The obligation to create opportunity for community involvement for clients in a variety of service delivery settings.  
*Examples: Creating opportunities through advocacy (community outings, reduced rates, etc.), bringing community in (i.e. Intergenerational programs)*

8. **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.  
*Examples: Steps involved in research process, teaching ways to make research less intimidating, ways to follow through and put research into practice, keeping track of evaluation as a research tool, gathering data and compiling information to identify trends, literature searches in program development, how to develop a research question.*
9. **Communication & Interprofessional Collaboration:** Demonstrates the ability to establish and maintain effective and professional communication with clients, professional colleagues while understanding how to use culturally relevant client-centers principals in the communication process.  
*Examples: Collaborating with colleagues to prepare care plans or intervention plans, including clients and families in goal development processes, contributing in interprofessional team meetings.*
10. **Professional Accountability:** Ability to understand the importance of practicing in a safe and ethical manner under the scope of professional service and TRO's Code of Ethics  
*Examples: Referring to TRO's professional documents when necessary, maintaining R/TRO DIP designation.*
11. **Professional Development:** A commitment to ongoing involvement in upgrading personal and professional knowledge related to therapeutic recreation.  
*Examples: Regulation, continuing education, student supervision, advocacy of Therapeutic Recreation in other groups/committees, skill sharing/skill development/bringing skills to TR, learning about new equipment/resources/trends.*



## Step 4: PROFESSIONAL AFFILIATION (points 25)

The applicant must be a **current member** in good standing with Therapeutic Recreation Ontario.

**PLEASE NOTE:**

1. You must ensure that you are a member in good standing with Therapeutic Recreation Ontario by having a current Professional/Student membership. Check your membership expiry and ensure it is up to date prior to submitting your application package.
2. Please ensure that the points that you have calculated in this section are transcribed to the *final points page* on Form 6.

### Professional Affiliation - Direct

	Organization	Member
Direct	Therapeutic Recreation Ontario	25

**Go to Form 4 ‘Professional Affiliation’ and complete.**

## **Step 5: PROFESSIONAL CONTRIBUTIONS (minimum points 25)**

This category applies to recognized activities that the applicant participates in, not only to continue one's own professional development but also to actively support the development of TR as a profession.

### **PLEASE NOTE:**

- 1. Professional Contributions within the last five years (5) will be considered.**
2. TRO Sponsored events – you must provide your Professional Contributions Credit (PCC) transcript for each workshop and/ or conference attended.
3. Non-TRO sponsored events - you must provide proof of attendance in the form of a certificate, indicating number of hours, brochure or flyer and completed Professional Contribution Criteria Form for Non-TRO sponsored events (see form 5a) for *each* event.
4. Please refer to Form 5 for more detail with regard to specific documentation required.
5. Please ensure that the points that you have calculated in this section are transcribed to the *final points page* on Form 6.

## PROFESSIONAL CONTRIBUTION CATEGORIES

Category	Activity List items within each category	Points	Maximum points allowed
<b>Educational Opportunities</b>	TRO Sponsored Events	1 per hour	20
	Non-TRO Sponsored Events	1 per hour	
<b>Supervising</b>	Supervising and/or training volunteers in therapeutic recreation program areas	1 per 10 hours	10
	Supervising a student on a therapeutic recreation placement, practicum or internship	5 per 35 hours	
	Supervising or training therapeutic recreation staff	2 per 10 hours	
<b>Presenting/ Teaching</b>	TRO and Non-TRO Sponsored Events	2 per hour	15
	Teaching a full term course related to the practice of TR	5	
<b>Publishing Articles</b>	Published journal article related to the practice of TR in a journal/TRPR	10 per article	20
	Published article related to the practice of TR on the TRO Blog	2	
	Published newsletter article related to the practice of TR	1	
	Writing grant or research proposals & conducting research related to TR	10	
<b>Professional Organizations</b>	Participating on the TRO board of directors	Board level = 5 Committee = 3	20
	Participating in a recognized allied professional organization(s)	Chair/Co-Chair = 3 Committee = 1	
<b>Promoting TR</b>	Promoting the practice of therapeutic recreation (e.g., TR Awareness Week Activities)	1 point per 3 hours	10
	TRO and Non-TRO Sponsored Events – Volunteering at workshops, conferences, seminars, or in clinical settings applicable to therapeutic recreation practice	1 point per 3 hours	
<b>Student Activities</b>	Recruitment Fairs	1 point per 3 hours	10
	Conducting and posting an online Accessibility Study	2	
	Special Projects (extra-curricular)	1 point per 3 hours	
<b>TRO Awards and Contests</b>	TRO Award	Nominated = 2 Awarded = 4	4
	TRO Contest	Submission = 1 Winner = 2	

**Go to Form 5 ‘Professional Contributions’ and complete**