



**Therapeutic Recreation Ontario
Provincial Registration
Appeal Application Package**

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

TRO Mailing Address
850 King St W, Suite 20
Oshawa ON L1J 8N5

E-mail - trodesignation@trontario.org

THERAPEUTIC RECREATION ONTARIO

REGISTRATION APPEAL APPLICATION PACKAGE

TABLE OF CONTENTS

	Page
Preamble	2
Registration Eligibility Criteria	3
Registration Appeal Process	4
Appeal Portfolio Preparation Instructions	5
Appeal Process Checklist	6
Appeal Application Form Instructions:	
Step 1: Appeal-Registration Application Form	7
Step 2: Appeal-Formal Education	8
Step 3: Appeal-Practical Experience	10
Step 4: Appeal-Professional Affiliation	16
Step 5: Appeal-Professional Contributions	17
<u>Appendices - Registration Forms</u>	
Form # 1: Appeal-Professional Registration Application	Appendix - pg 2
Form # 2: Appeal-Formal Education	
- R/TRO DIP applicants	Appendix - pg 4
- R/TRO applicants	Appendix - pg 7
Form # 3: Appeal-Practical Experience	
- Pathway A (R/TRO DIP)	Appendix - pg 10
- Pathway A (R/TRO)	Appendix - pg 11
- Pathway B (all)	Appendix - pg 12
Form # 4: Appeal-Professional Affiliation	Appendix - pg 15
Form # 5: Appeal-Professional Contributions	Appendix - pg 16
Form #5a: Appeal-Professional Contribution Criteria (Non-TRO sponsored events)	Appendix – pg 20
Form #5b: Appeal-Professional Contribution Glossary	Appendix – pg 21
Form # 6: Appeal-Final Points Page	Appendix – pg 23

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 is based on a 'grass roots' philosophy, and has used a collaborative approach with its members in terms of content and acceptance of these two **critical** documents. The registration (R/TRO) designation is currently a voluntary credential that demonstrates a level of excellence in therapeutic recreation.

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 as per the letter sent to you from the Practice Review Committee, and that you will forward the necessary documentation to ensure your successful registration.

It is your right as a TRO member to appeal the decision of the Practice Review Committee if your registration status has been declined. However, it is your responsibility to appeal the decision within the timeframe outlined in this document, the registration portfolio application package and the letter provided by the TRO office.

REGISTRATION ELIGIBILITY CRITERIA

R/TRO Path

The registration (R/TRO) process is currently a voluntary designation, which demonstrates a level of 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

R/TRO DIP Path

The registration (R/TRO DIP) process is currently a voluntary designation, which demonstrates a level of excellence in therapeutic recreation practice. Members become registered once they accrue a minimum of 150 points overall.

- Formal Education 50 points
- Practical Experience 50 points
- Professional Affiliation 25 points
- Professional Contributions minimum 25 points

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

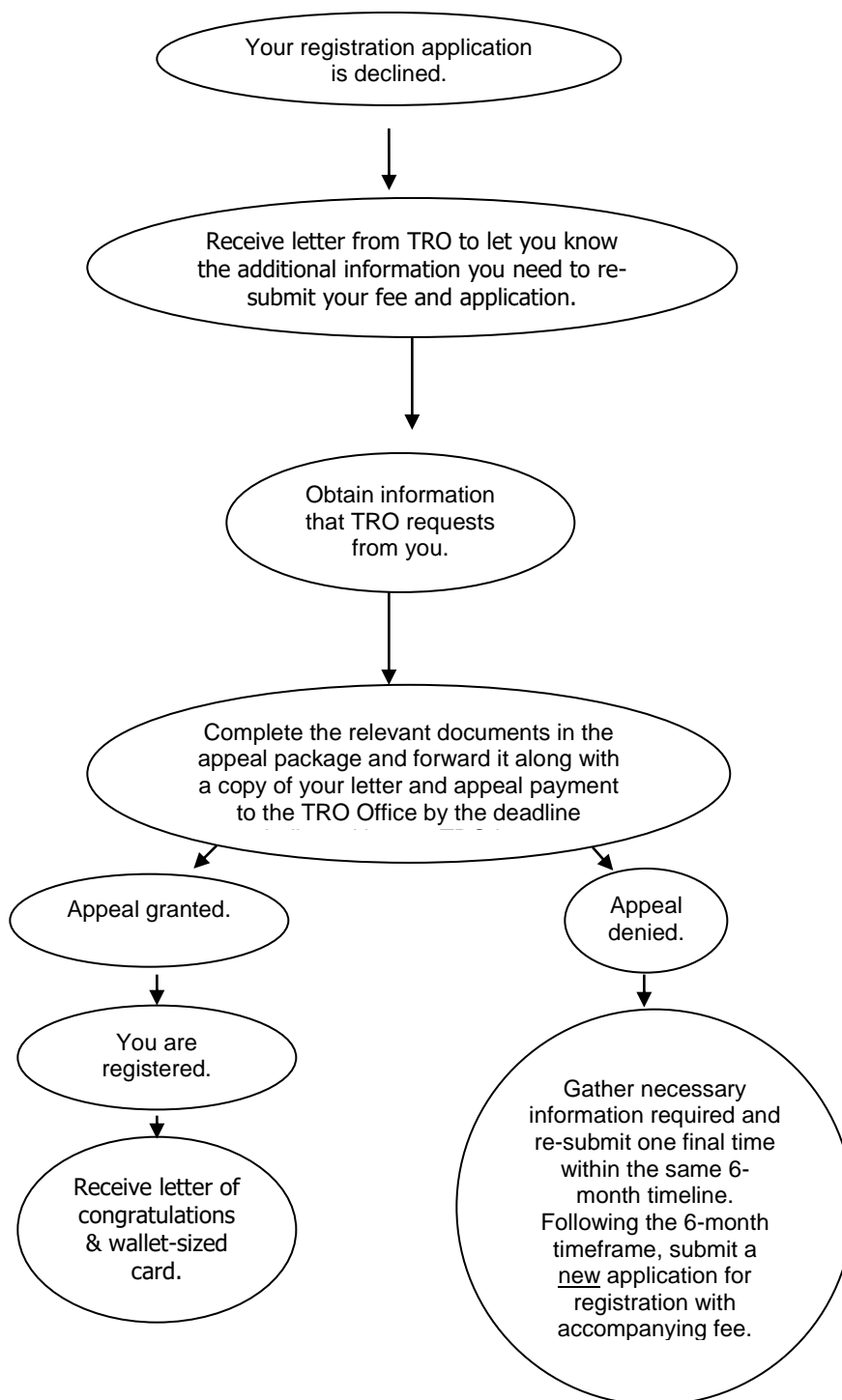
Certified Therapeutic Recreation Specialist (CTRS) Path

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

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

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. Make a copy of this letter to include with your appeal package
2. Payment of \$25.00 is required.
Directions for Payment:
Visit the Registration Application and Appeals webpage:
<https://www.trontario.org/membership/registration-with-tro/registration-application-and-appeals/index.html>
Scroll down to the "Appeals" section and click on "Appeal Purchase"
Please include your emailed payment receipt with your application.
If you have trouble purchasing R/TRO items, please contact the TRO Office.
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 timeframe, you will be required to complete the initial registration application at the current application cost.
5. For ease of review, please submit portfolio appeals in a non-bound format.
6. Please submit your appeal application package including the appropriate appeal forms*, your original point pages, a copy of the letter from TRO stating reasons for your denied registration application, and the necessary additional supporting documentation outlined in your letter from TRO.
7. If your appeal application is incomplete, it will be denied and you will be required to complete the initial registration application at the current application cost.
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 to the TRO Office.

TRO Mailing Address
850 King St W, Suite 20
Oshawa ON L1J 8N5

***NOTE: only complete the appeal section forms that relate to the reasons for your denied registration application.**



Checklist for Registration APPEAL Submission

IMPORTANT: Only complete the forms and include the required supporting documentation that are associated with the section(s) for which you are appealing.

FORMS	Complete	Supporting Documentation
FORM #1 Registration Appeal Application MANDATORY FORM	<input type="checkbox"/>	<ul style="list-style-type: none"> - Make payment on the TRO Website - Submit copy of payment notification with application package - Include copy of the TRO letter provided in response to your initial Registration application - Postmarked by the first of the month prior to review date and within 6 months of deadline outline on letter from TRO.
FORM #2: Formal Education (IF APPLICABLE)	<input type="checkbox"/>	<ul style="list-style-type: none"> - Photocopy of official transcript(s) - Photocopy of diploma/degree/post graduate certificate - Course descriptions as necessary
FORM #3 Practical Experience (IF APPLICABLE)	<input type="checkbox"/>	<p>Pathway A: Completed Practical Experience Checklist form identifying placements and indicating number of hours and competencies completed at each</p> <p>Pathway B: Job descriptions from placements/employers Letters from placements indicating number of hours worked</p>
FORM #4: Professional Affiliation (IF APPLICABLE)	<input type="checkbox"/>	<ul style="list-style-type: none"> - Photocopies of payment (receipt), current TRO membership certificate
FORM #5: Professional Contributions (IF APPLICABLE)	<input type="checkbox"/>	<ul style="list-style-type: none"> - 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
Form #6: Final Points Summary Page MANDATORY FORM	<input type="checkbox"/>	<ul style="list-style-type: none"> - Completed final points summary page

APPEAL APPLICATION FORM INSTRUCTIONS:

Step 1: APPEAL APPLICATION

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 appeal application prior to sending your package to the TRO office.
4. Payment of \$25.00 must be made online at the TRO website and proof of payment included in your application in order for it to be processed.
5. Indicate which criteria you are appealing on appendix page-3 and provide a rationale for your appeal.

Go to Form 1 “PROFESSIONAL REGISTRATION APPLICATION – Appeal”. You MUST complete this form.

Step 2: FORMAL EDUCATION - APPEAL **(R/TRO DIP - 50 points/R/TRO - 100 points)**

This category applies to relevant Therapeutic Recreation diploma and degree programs at recognized post-secondary institutions.

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 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 diploma(s)/degree(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, you do not need to submit any supporting documentation for coursework, unless specifically requested in your letter from TRO. If it has not, please 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	Diploma/Degree	TR Coursework	Supportive Coursework	Points
R/TRO DIP	Successful completion of the following: TR diploma <i>or</i> Allied diploma* + post graduate certificate in TR	Minimum 15** 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 DIP application package. <ul style="list-style-type: none"> • Assessment • Intervention Plan • Program Development • Program Delivery • Documentation • Evaluation • Community Practice • Research • Communication and Interprofessional Collaboration • Professional Accountability • Professional Development 	Minimum 9** credits within one or more of the following areas: <ul style="list-style-type: none"> • social science • health science • humanities 	50 pts
R/TRO	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"> • Assessment • Intervention Plan • Program Development • Program Delivery • Documentation • Evaluation • Community Practice • Research • Communication and Interprofessional Collaboration • Professional Accountability • Professional Development 	Minimum 2.5*** credits within one or more of the following areas: <ul style="list-style-type: none"> • social science • health science • humanities 	100 pts

*An allied diploma/ degree is a diploma/degree in health and human services

**3 credits equals 1 college semester course

*** 0.5 credits equals 1 university semester course

Go to Form 2 'FORMAL EDUCATION – Appeal' and complete if applicable.

Step 3: PRACTICAL EXPERIENCE - APPEAL **(R/TRO DIP - 50 points/R/TRO - 100 points)**

Pathway A

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 your Therapeutic Recreation diploma, degree, or post graduate certificate program. 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. Practical Experience Checklist – you must provide a completed copy of your practical experience checklist that is signed by all placement representatives, your school representative and yourself.
2. 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 Essential Competency Dimensions, please see page 14.

Practical Experience (Pathway A) Point Structure

Education Program	Essential Competencies Addressed During Practical Experience	Total Hours Required	Total Points
TR diploma <i>or</i> Allied diploma + post graduate certificate in TR	Practical experience will address the following dimensions outlined in TRO's Essential Competency Framework. <ul style="list-style-type: none"> • Assessment • Intervention Plan • Program Development • Program Delivery • Documentation • Evaluation • Community Practice • Research • Communication and Interprofessional Collaboration • Professional Accountability • Professional Development 	430 hours	50 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"> • Assessment • Intervention Plan • Program Development • Program Delivery • Documentation • Evaluation • Community Practice • Research • Communication and Interprofessional Collaboration • Professional Accountability • Professional Development 	710 hours	100 points

Go to Form 3a 'PRACTICAL EXPERIENCE Pathway A - Appeal' and complete if applicable.

PRACTICAL EXPERIENCE - APPEAL **(R/TRO DIP - 50 points/R/TRO - 100 points)**

Pathway B

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 and the Essential Competency Dimensions, please see page 14.
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 X 20 X your multiplying factor.
5. See examples on page 13.
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 = 100 points.

Standardized TRO Job Title	Standards Practiced	Multiplying Factor
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.

$3900/1950 \times 20 \times 5 = 100$ points.

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

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

$560/1950 \times 20 \times 4 = 22$ points.

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

3. Recreation Therapy Student with a 560 hour placement. 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.

$560/1950 \times 20 \times 4 = 22$ points.

$1550/1950 \times 20 \times 5 = 79$ points. Total

TR Experience = 101 points.

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

Go to Form 3b “PRACTICAL EXPERIENCE Pathway B - Appeal’ and complete if applicable.

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 - Appeal (points 25)

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

PLEASE NOTE:

1. You must provide copies of receipts, certificates, or membership card to show you are a current member in good standing with Therapeutic Recreation Ontario.
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	Points
Direct	Therapeutic Recreation Ontario	25

Go to Form 4 'PROFESSIONAL AFFILIATION - Appeal' and complete if applicable.

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

This category applies to recognized activities that the applicant participates in to support the development of both therapeutic recreation and one's own professional development.

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
Educational Opportunities	TRO Sponsored Events	1 per hour	20
	Non-TRO Sponsored Events	1 per hour	
	TRO Sponsored Events - Volunteering	2	
	Non-TRO Sponsored Events - Volunteering	1	
Supervising	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	
Presenting/ Teaching	TRO and Non-TRO Sponsored Events	1 per hour	15
	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	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 Forms 5 and 5a ‘PROFESSIONAL CONTRIBUTIONS - Appeal’ and complete if applicable.