



**THERAPEUTIC
RECREATION
ONTARIO**

**Therapeutic Recreation Ontario
R/TRO Maintenance Application**

Effective September 2025



TRO has transitioned from 2 designations (R/TRO & R/TRO Dip) to 1 designation (R/TRO)

To retain your R/TRO designation, members must maintain membership in good standing with TRO as well as engage in various Professional Contribution Credits (PCC's). R/TRO members are required to provide proof of professional contributions every 5 years. Under the new guidelines, all members looking to renew their R/TRO must obtain 50 Professional Contribution Points. This is a significant change from the 25 previously required.

This increase will be implemented at a rate of 5 additional PCC points per year beginning in 2025 and will be implemented over the next 5 years.

When submitting your Maintenance Application, please ensure that your total number of PCC's align with the table below:

Professional Contribution Credit Transition Guide				
Year	January 1	April 1	July 1	October 1
2024	25 Points	25 Points	25 Points	25 Points
2025	30 Points	30 Points	30 Points	30 Points
2026	35 Points	35 Points	35 Points	35 Points
2027	40 Points	40 Points	40 Points	40 Points
2028	45 Points	45 Points	45 Points	45 Points
2029	50 Points	50 Points	50 Points	50 Points

Applications will be reviewed quarterly- your maintenance date will be 5 years from the quarter you originally submitted for and successfully obtained your designation.



All applicants in each quarter will be subject to a random audit in which proof of professional contribution materials will be requested.

You do not need to send your Professional Contributions documentation materials with your maintenance application.

Those who have been randomly selected for audit will be notified by email after the application deadline

AUDIT PROCESS	
IF SELECTED	IF NOT SELECTED
Upon notification of audit, you will be given 2 week to email your supportive documentation to the following email address: trodesignation@trontario.org Supportive documentation is required for every PCC point identified in your application	You will automatically maintain your R/TRO Designation status and remain a Registered Professional Member of TRO. You will be due for maintenance of your R/TRO designation again in 5 years

The TRO Practice Review Committee will review all supporting documentation and you will be notified of your status within two months of the application deadline

IF SUCCESSFUL	IF UNSUCCESSFUL
You will maintain your R/TRO designation status and remain a Registered Professional Member of TRO. You will be due for maintenance of your R/TRO designation again in 5 years	Appeals will be considered on a case-by-case basis within 6 months and an additional appeal fee will apply If you do not re-submit your appeal within 6 months, or are unsuccessful in your appeal, your R/TRO Designation will become inactive.

Please contact the Practice Review Committee at: practicereview@trontario.org with any questions concerning the Registration Maintenance process.

If your R/TRO Maintenance Forms and payment are not received by your application deadline, your R/TRO designation will become inactive



APPLICATION FORM INSTRUCTIONS Step 1: APPLICANT INFORMATION

- Your application must be submitted online by the deadline outlined in the application
- All Portfolios are submitted electronically- please ensure you include this application, as well as your supportive documentation in your online submission
- Payment of applicable administration fees must be made online
- If TRO receives your package after the deadline, your application will be held until the next review date.

Applicant				
Name:			TRO Membership #	
I hereby allow TRO to add my name to the list of R/TROs available to the public on the TRO website upon successful registration.			Signature	
Contact Information				
E-mail		Telephone		I hereby consent to TRO using my mobile number to send me important updates via SMS/TXT MSG
		Mobile/ Home/ Work		
Review Date				
TRO reviews all applications 4x/year. The dedicated team				
Review Cycle 1		Review Cycle 2		Review Cycle 3
January 1 Submission Deadline		April 1 Submission Deadline		July 1 Submission Deadline
				Review Cycle 4
				October 1 Submission Deadline

	I understand that in order to maintain my R/TRO status, I am required to submit the following number of Professional Contribution Credits	
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IMPORTANT

1. Only Professional Contributions obtained within the last five years (5) will be considered.
2. Every category has a maximum number of allowed PCC credits- please ensure that your total number of PCC credits required for your maintenance application factors in the maximum points allowable
3. Please ensure that you have **ALL** supportive documentation prepared for submission in the event your application is randomly selected for audit.
4. Make certain that your supportive documentation meets the requirements outlined for each PCC activity



Educational Opportunities							
Educational Opportunities	Activity	Supportive Documentation Required	Points	# of Hours	Points Earned	Maximum Points Allowed	Total Points for Category
	<i>List items within each category</i>						
	TRO Sponsored Events – Attending workshops, conferences or seminars sponsored by TRO	Must submit PCC Transcripts from workshops, conferences or seminars Note: if PCC transcripts were not paid for, you may not submit attendance for points	1 Per Hour			35	
	Non-TRO Sponsored Events – Attending workshops, conferences or seminars, applicable to therapeutic recreation practice	Certificate of attendance including signature of facilitator, name of workshop, seminar or conference, date, number of hours and a completed Professional Contribution Criteria Form for each event	1 Per Hour				
TR Academic Courses (Must be taken at the University or College level)	Copy of official transcript	5 per Course			15		

TRO Board Work							
TRO Board Work	Activity	Supportive Documentation Required	Points	# of Hours/Terms	Points Earned	Maximum Points Allowed	Total Points for Category
	<i>List items within each category</i>						
	Board Member (<i>Board terms are in 2 year intervals</i>)	Letter from the President or Executive Director indicating # of terms served	15 per Term			30	
	TRO Sub Committee Member (sub committee chair/co-chair /working committee member)	Letter from President or committee chair indicated the number of hours/duties/responsibilities	1 per 4 hours			15	
TRO Working Group Member	Letter from the president or committee chair indicating name of working group, duties/responsibilities/time served	1 per 4 hours					



TRO Conference Work						
TRO Conference Work	Activity	Supportive Documentation Required	Points	Points Earned	Maximum Points Allowed	Total Points for Category
	List items within each category					
		TRO Conference Committee Chair	Letter from Conference/ Committee Chairs/TRO ED indicating date of conference and date of days volunteered	20 points		20
	TRO Conference Sub-Committee Member	Letter from Conference/ Committee Chairs/TRO ED indicating date of conference and date of days volunteered	10 points			

Supervision								
Supervision	Activity	Supportive Documentation Required	Points	# of Hours/ Years	Points Earned	Maximum Points Allowed	Total Points for Category	
	List items within each category							
		Professional Practice Leader for TR- formal roles that guide, support, and oversee Therapeutic Recreation practice (e.g., Practice Lead, Clinical Lead, Supervisor, etc.)	Proof required in writing from director/manager on company letterhead inclusive of contact information	1 per Year			20	
		Supervising and/or training volunteers in therapeutic recreation related program areas <i>**Note: This may include supervising high school students.</i>	Letter from supervisor written on company letterhead indicating # of hours, volunteers supervised	1 per 10 Hours				
		Supervising a student on TR placement, practicum or internship <i>**Note: This is only applicable to college and university level internships.</i>	Letter from school placement coordinator written on letterhead indicating # of hours, # of interns supervised	5 per 35 Hours				
	Supervising or training therapeutic recreation staff	Letter from supervisor written on company letterhead indicating # of hours, and # of staff supervised	2 per 10 Hours					



Presenting						
	Activity	Supportive Documentation Required	Points	Points Earned	Maximum Points Allowed	Total Points for Category
	<i>List items within each category</i>					
Presenting (TRO & Non-TRO Sponsored Events)	TRO and Non-TRO Sponsored Events – Presenting lectures, workshops, posters presentations, seminars and in-services relevant to TR practice Note: The presentation must last a minimum of one hour.	Proof required in writing, on company letterhead from supervisor /manager AND brochure/flyer/copy of poster presentation. Please include the title, date, location, and length of presentation	5 points per Conference Session		20	
			3 points per TRO Webinar			
			2 points per Poster Presentation			
			2 Point Per 1 Hour (presentation must be a min. of 1 hour long- 1.0 point will be awarded for each ½ hour after 60 minutes)			
	Teaching a full term course related to the practice of TR (at least 30 hours in length) at a recognized post-secondary institution.	Provide a detailed course outline signed by the Dean, Chair or Coordinator on	5 Per Course			

Publishing Articles						
	Activity	Supportive Documentation Required	Points	Points Earned	Maximum Points Allowed	Total Points for Category
	<i>List items within each category</i>					
Publishing Articles	Published journal article related to the practice of TR in a TR or Allied Health related Journal	Provide article	10 Per Article		20	
	Published article related to the practice of TR on the TRO Blog OR Facility/Local Newsletter	Provide article/ newsletter (document must cite applicants name as author and provide proof of date i.e. cannot be more than 5 years old)	1 Per Article			
	Writing grant or research proposals & conducting research related to TR (grant or research proposals must be conducted OUTSIDE of academic studies)	Provide any documentation that supports your work. e.g., signed grant application or research proposal approved by a board of ethics	10 per Grant/ Proposal			



TRO & Organizational Awards							
TRO & Organizational Awards	Activity	Supportive Documentation Required	Points	Points Earned	Maximum Points Allowed	Total Points for Category	
	List items within each category						
		TRO Awards Nomination or Awarded	TRO Issued PCC Transcript re: Nominating, Nomination, Awarded	Submitting a Nomination	2	6	
				Being Nominated	3		
Receiving an Award				5			
	Organizational Awards related to TR or Individual Practitioner Recognition	A copy of the award certificate or plaque inscription An official letter or email of notification from the employer or awarding organization A formal announcement (e.g., internal newsletter, website post, or press release) that names the recipient and describes the nature of the award. Documentation must clearly indicate the recipient's name, date, the award was granted and the reason or title of the award to verify eligibility for points in this category		2			

TRO Member Engagement & Promoting TR								
TRO Member Engagement & Promoting TR	Activity	Supportive Documentation Required	Points	# of Hours	Points Earned	Maximum Points Allowed	Total Points for Category	
	List items within each category							
		Promoting the practice of therapeutic recreation (e.g., TR Awareness Month Activities, Recruitment Fairs, Health Fairs)	Provide a signed letter from PPL/CPL/Manager, or Fair Organizers, on company letterhead, indicating duties and number of hours	1 Per 3 Hours			20	
		TRO and Non-TRO Sponsored Events – Volunteering at workshops, conferences, seminars, or in clinical settings applicable to therapeutic recreation practice (*Volunteering must be conducted OUTSIDE of academic studies)	Provide a signed letter from conference chair or supervisor indicating your involvement (e.g., number of hours worked and specific duties and responsibilities) * Email communication will not be accepted- Formal letter head required	1 Per 3 Hours				
	TRO Endorsed Regional Groups/Community of Practice -Organizing Regional Groups or Communities of Practice <i>**Please note social events will not be considered</i>	Letter from the Chair of Professional Development or Executive Director indicating Regional Group and/or CoP organized and number of hours	1 Per 3 Hours					

	TRO Endorsed Regional Groups/Community of Practice - Participating in Regional Groups or Communities of Practice Events** <i>Please note participation social events will not be considered</i>	Formal Transcript issued from TRO following participation in Regional Group/Community of Practice Event <i>*please note attendance is taken at sessions and a record of your participation will be sent to TRO</i>	1 Per Meeting				
	TRO Membership Engagement Opportunities <ul style="list-style-type: none"> • TRO Contests • TRO Sponsored Surveys • Annual AGM 	All TRO Sponsored Engagement Opportunities will be provided with a formal certificate of attendance. These are accessible via your TRO Member Profile.					

Total Professional Contribution Points							
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TRO Designation Professional Contributions

****This form is required for *EACH* NON TRO
Sponsored Education you plan to submit**

Professional Contribution Criteria For Non-TRO Sponsored Events

Please fill out this form for *each* non-TRO sponsored event you are submitting in the educational opportunities category of the professional contributions section of the R/TRO application. By relating your educational opportunities to the professional contribution credit criteria, you are ensuring your learning relates directly to the profession of therapeutic recreation.

Include this form as well as supporting documentation (brochure, web page print out with specific program details) as well as your certificate of completion indicating the number of hours attended for *each* educational opportunity you are submitting with your R/TRO application.

Presentation Title:

Presentation Date/Location:

Length of Presentation (in hours):

Please indicate appropriate Professional Contribution Criteria*:

<input type="checkbox"/>	Assessment	<input type="checkbox"/>	Evaluation	<input type="checkbox"/>	Diagnostic Groupings and populations being served
<input type="checkbox"/>	Intervention	<input type="checkbox"/>	TR & community practice	<input type="checkbox"/>	Organizing and managing services
<input type="checkbox"/>	Program development	<input type="checkbox"/>	TR & Research	<input type="checkbox"/>	Agency and TR service plan
<input type="checkbox"/>	Program delivery	<input type="checkbox"/>	Professional Development	<input type="checkbox"/>	Outreach, advocacy and public relations.
<input type="checkbox"/>	Documentation	<input type="checkbox"/>	Theoretical Foundations (models, theories, concepts)		

Submission Description:

(Briefly describe what you learned at the session and how it relates to the PCC criteria)