THERAPEUTIC RECREATION ONTARIO

Therapeutic Recreation Ontario
R/TRO Maintenance Application

Effective September 2025

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R/TRO Maintenance Application

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.

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R/TRO Maintenance Application Reviews

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

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Designation Maintenance Application

APPLICATION FORM INSTRUCTIONS Step 1: APPLICANT INFORMATION

- Your application must be submitted online by the deadline outlined in the application
- Please ensure all supportive documentation is ready for submission in the event you are audited
- An invoice will be generated following submission of your application
- 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	Mobile/ Home/ Work	☐	I hereby consent to TRO using my mobile number to send me important updates via SMS/TXT MSG

Review Date

TRO reviews all applications 4x/year. The dedicated team

Review Cycle 1		**Review Cycle 2**		**Review Cycle 3**		**Review Cycle 4**	
☐	January 1 Submission Deadline	☐	April 1 Submission Deadline	☐	July 1 Submission Deadline	☐	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	Select Maintenance Year

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

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R/TRO Maintenance Professional Contributions

Educational Opportunities							
	Activity *List items within each category*	**Supportive Documentation Required**	**Points**	**# of Hours**	**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
Educational Opportunities	**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**	0.0
	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		0.0	**15**	

TRO Board Work							
	Activity *List items within each category*	**Supportive Documentation Required**	**Points**	**# of Hours/ Terms**	**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
TRO Board Work	**Board Member** *(Board terms are in 2 year intervals)*	Letter from the President or Executive Director indicating # of terms served	15 per Term		0.0	**30**	0.0
	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		0.0	**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		0.0		

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Professional Contributions

TRO Conference Work						
	Activity ***List items within each category***	**Supportive Documentation Required**	**Points**	**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
TRO Conference Work	**TRO Conference Committee Chair**	Letter from Conference/ Committee Chairs/TRO ED indicating date of conference and date of days volunteered	20 points		**20**	0.0
	TRO Conference Sub-Committee Member	Letter from Conference/ Committee Chairs/TRO ED indicating date of conference and date of days volunteered	10 points			

Supervision							
	Activity **List items within each category**	**Supportive Documentation Required**	**Points**	**# of Hours/ Years**	**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
Supervision	**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**	0.0
	Supervising and/or training volunteers in therapeutic recreation related program areas ***Note: This may include supervising high school students.*	Letter from supervisor written on company letterhead indicating # of hours, volunteers supervised	1 per 10 Hours		0.0		
	Supervising a student on TR placement, practicum or internship ***Note: This is only applicable to college and university level internships.*	Letter from school placement coordinator written on letterhead indicating # of hours, # of interns supervised	5 per 35 Hours		0.0		
	Supervising or training therapeutic recreation staff	Letter from supervisor written on company letterhead indicating # of hours, and # of staff supervised	2 per 10 Hours		0.0		

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Presenting						
	Activity ***List items within each category***	**Supportive Documentation Required**	**Points**	**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
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**	0.0
			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/ Academic Year			

Publishing Articles						
	Activity ***List items within each category***	**Supportive Documentation Required**	**Points**	**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
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**	0.0
	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			

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TRO & Organizational Awards							
	Activity **List items within each category**	**Supportive Documentation Required**	**Points**		**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
TRO & Organizational Awards	**TRO Awards** Nomination or Awarded	TRO Issued PCC Transcript re: Nominating, Nomination, Awarded	Submitting a Nomination	2		**6**	0.0
			Being Nominated	3			
			Receiving an Award	5			
	Organizational Awards related to TR or Individual Practitioner Recognition	- A copy of the award certificate or plaque - 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							
	Activity ***List items within each category***	**Supportive Documentation Required**	**Points**	**# of Hours**	**Points Earned**	**Maximum Points Allowed**	**Total Points for Category**
TRO Member Engagement & Promoting TR	**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		0.0	**20**	0.0
	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		0.0		
	TRO Endorsed Regional Groups/Community of Practice -Organizing Regional Groups or Communities of Practice ***Please note social events will not be considered*	Letter from the Chair of Professional Development or Executive Director indicating Regional Group and/or CoP organized and number of hours	2 Per Meeting		0.0		

	TRO Endorsed Regional Groups/Community of Practice - Participating in Regional Groups or Communities of Practice Events**Please note participation social events will not be considered*	Formal Transcript issued from TRO following participation in Regional Group/Community of Practice Event **please note attendance is taken at sessions and a record of your participation will be sent to TRO*	1 Per Meeting		0.0		
	TRO Membership Engagement Opportunities • 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.	1 Per Opportunity				

Total Professional Contribution Points	0.0