



7 Elmwood Drive ♦ New City, New York 10956 ♦ (845) 639-1439

www.NCTRC.org

Fax ♦ (845) 639-1471

NCTRC Pre-Application Coursework Review Process

The Pre-Application Coursework Review Process is designed to assist potential applicants to determine whether they meet current certification coursework requirements before submitting a formal application. This process will allow for early confirmation of coursework to individuals who are not certain if previously completed coursework will meet NCTRC eligibility requirements.

Application Process

- Complete the application form. Type or print all information in ink. Do not use pencil. (Note: a copy of this application is available online at www.NCTRC.org.)
- Please list the title of the course(s) you would like to have reviewed under the appropriate section on the application. Only courses listed on the application will be reviewed.
- The Pre-Application Review fee is \$35.00 per application submission (multiple course listings per application are permissible). Please submit the \$35.00 fee with the application.
- Please attach an original, official transcript from the university or college and all related course syllabi (as necessary) describing the nature and scope of the course(s). This request pertains to courses in which the title is not clearly defined on the transcript or if the course content is not clearly presented.

Review Process

- Pre-Application Coursework applications will be reviewed by a NCTRC Credentialing Specialist using current NCTRC coursework review procedures. The application review will be completed within 4 weeks of receipt.
- Acceptance of submitted coursework will be noted on the application form under “Review Decision”.
- You will receive official notification from NCTRC regarding the outcome of the coursework review.
- All documents will be returned upon completion of the review by postal mail.
- Please re-submit the notification form upon submission of the Professional Eligibility application for review so that the pre-approved courses can be included in the determination of eligibility during the formal Professional Eligibility review process.

Please Note:

- The Pre-Application Coursework Review Process is not intended to replace the formal Professional Eligibility application process.
- Applicants who receive notice that submitted coursework was not approved will have no formal process of appeal. However, the applicant can submit an application for Professional Eligibility and use the formal appeal process associated with this application procedure to present their case.
- It is the applicant’s responsibility to monitor changes in the *NCTRC Certification Standards*. Coursework approval is limited to the period of time that applies to the current *NCTRC Certification Standards*.



PRE-APPLICATION COURSEWORK REVIEW FORM

NCTRC
 7 Elmwood Drive
 New City, NY 10956
 call (845) 639-1439
 fax (845) 639-1471
 email nctrc@NCTRC.org

Full Name _____

Current Full Mailing Address _____

City _____ State/Province _____ Zip/Postal Code _____ Country _____

Work Phone (include area code) _____ Home Phone (include area code) _____

Were you previously eligible/certified with NCTRC? Yes No

If yes, please provide name from previous application _____

Which Eligibility Path are you planning to apply under?

- Academic Path or Academic Path (Degree Pending)—Academic coursework and Internship
- Equivalency Path A—Academic coursework and 5 years of full time TR work experience
- Equivalency Path B—Academic coursework and 1 year of full time TR work experience under the supervision of a CTRS

Please note: All review results are based on coursework listed by the applicant on this form only.

Therapeutic Recreation Course Titles (Each course must be a minimum of 3 credits)	Course Prefix	Course Number	Course Credit	Review Decision Accepted ____ of 12 sem/16 quarter credits TR Courses
General Recreation Course Titles (Each course must be a minimum of 3 credits)				Accepted ____ of 6 sem/8 quarter credits Rec Courses
Supportive Course Titles To be filled out by Academic Path, Academic Path Degree Pending and Equivalency Path B applicants only (Each course must be a minimum of 3 credits)				Accepted ____ of 18 sem/24 quarter credits Support Courses
Anatomy/Physiology:				
Human Growth and Development Across the Lifespan:				
Abnormal Psychology:				



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To be filled out by Equivalency Path A applicants only Supportive Course Titles (ex.: Intro to Psychology) (Each course must be a minimum of 3 credits)	Course Prefix	Course Number	Course Credit	Review Decision Accepted ____ of 24 sem/32 quarter credits Support Courses
Date Received	<i>NCTRC OFFICE USE ONLY</i> Amount and Date Paid		ID#	

Please submit a check or money order payable to NCTRC in US funds or provide credit card information for \$35.00.

Visa MasterCard American Express

Name as it appears on card: _____

Card Number: _____

Expiration Date: __ __ / __ __

By signing below I do hereby authorize NCTRC to charge \$_____ to the above
 Visa/MasterCard/American Express Account

Signature (required): _____ Date: _____