Alberta Therapeutic Recreation Association

Living well…being healthy

Continuing Education Units Reporting Form

For CEUs completed during the May 1, 2004 – April 30, 2005 membership year
To be submitted with your 2005/06 membership renewal, due May 1, 2005

Member Name: _____

Membership #: _____

Code #	Description of Activity	Date	# Units

Total Units: _____

It will be the responsibility of each member to record and submit learning activities. Receipts or other records of attendance do not need to be submitted with this form, but should be kept for one year. At their discretion, the ATRA Board of Directors may conduct random audits.

Fifteen (15) CEUs must be completed each membership year. For members who have more than the required fifteen, a maximum of seven (7) CEUs can be carried forward into the next membership year. Please indicate and total all CEUs completed during the membership year on this form and then indicate how many are being carried forward to the next membership year.

Your signature here indicates that the records listed above are accurate.

Signature: _____ Date: _____

Continuing Education Units

Continuing education units (CEUs) can be attained by various means, as described below. CEUs are collected from May 1 – April 30 of each year and documentation of CEUs earned during the previous year is submitted by each ATRA Registered Professional member at membership renewal time. The yearly requirement for members is 15 CEUs. The various means for achieving 15 CEUs are:

Code 111: Attending a conference, workshop, seminar, or educational teleconference that has been arranged by a professional agency, association, or educational institution. These activities can be specific or related to Therapeutic Recreation. (1 hour presentation = 1 CEU) *Maximum of 15 CEUs allowed per year.*

Code 112: Delivering a formal presentation specific to recreation therapy within your place of employment, post-secondary institutions, community agencies, or other settings. (1 hour presentation = 4 CEUs; 30 min. presentation = 2 CEUs) *Maximum of 15 CEUs allowed per year.*

Code 113: Attending a complete ATRA symposium: pre-conference, breakout sessions, and AGM or full attendance at other specific recreation therapy conferences (i.e. Midwestern Symposium, CTRA Conference, etc.) (Full attendance will credit 15 CEUs) *Maximum of 15 CEUs allowed per year.*

Code 114: Completing a university or college course specific or related to Therapeutic Recreation. (Full course will credit 15 CEUs) *Maximum 15 CEUs per year.*

Code 115: Attending an ATRA Chapter Meeting with Speaker. (Attendance will credit 1 CEU) M*aximum of 5 CEUs allowed per year.*

Code 116: Mentoring a student with an interest in therapeutic recreation by being a practicum placement supervisor. (8 hours of mentoring/supervision = 1 CEU) *Maximum of 6 CEUs allowed per year.*

Code 117: Submitting an article about Therapeutic Recreation to a professional publication such as the ATRAbute, TRibune, or other professional journal. The article must have a minimum of 3 references. (The initial publication will credit 4 CEUs) *Maximum of 8 CEUs allowed per year.*

Code 118: Delivery of a presentation on Therapeutic Recreation at a conference, workshop, or seminar (1 presentation will equal 4 CEUs) *Maximum of 8 CEUs allowed per year.*

Code 119: Completing new developments in Therapeutic Recreation (i.e. Research, Writing a Book). Given an expanded knowledge base relevant to Therapeutic Recreation, and with proof of completion, each development will receive 10 CEU's for the year in which it was completed. *Maximum of 10 CEUs allowed per year.*

Code 120: Attendance at a provincial AGM. To enable quality assurance or professional leadership 1 CEU will be given for each yearly attendance. *Maximum of 1 CEU allowed per year.*

Code 121: Volunteering to hold a position on the Provincial Board of Directors, as Symposium Chair or on the HOP Executive Committee will annually credit 12 CEU's. Volunteering to hold a position on the Regional/Chapter Executive or on any HOP sub-committee will credit 6 CEU's annually. *Maximum of 12 CEUs allowed per year. NOTE: Volunteer work with other organizations may be considered, the member should write a letter outlining the volunteer work done and how it benefits the continuing therapeutic recreation education of the member.*

Fifteen (15) CEUs are required each membership year. Members who complete more than the required number may carry forward a maximum of seven (7) CEUs to the next membership year. Members have the option of waiving the CEU requirements for one membership year upon written request to the provincial board for extenuating circumstances, medical, or maternity leave. A form to waive CEUs is available for download from the ATRA website (www.alberta-tr.org) or by request from the ATRA office. In addition, by membership vote at the 2003 Annual General Meeting, members who are either not working in the field of Therapeutic Recreation or who work less than four (4) hours per week may change their membership category to "Registered Professional – Non Practicing". This membership category does not require the completion of yearly CEUs. All other rights, privileges and costs of professional membership remain the same.