Alberta Therapeutic Recreation Association

www.alberta-tr.org

CEU EXEMPTION REQUEST FORM

CEUs are collected from May 1- April 30 of each year. Each ATRA Registered Professional member submits documented CEUs at membership renewal time. The yearly requirement for members is 15 CEUs. Failure to acquire 15 CEUs eliminates the option to renew professional membership. However, several aspects can deter an individual from acquiring the required 15 CEUs. Please complete the following information if you have been unable to complete the required yearly CEUs. Members will have the option of exempting CEUs for one membership year upon written request to the provincial board for extenuating circumstances, medical, or maternity leave. Documentation must be provided supporting your request. You will receive a follow up letter in response to your request.

Please mail or fax the completed form to: ATRA, 7140 C Fairmount Drive SE, Calgary, AB T2H 0X4 Fax: (403) 255-2234

PERSONAL INFORMATION:

Name: _____ ATRA Membership #_____

Address: _____

_____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

REASON FOR REQUESTING EXEMPTION:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

---------- *Office Use Only* ----------

Date: _____

Partial Exemption: _____ Total Exemption:_____