

ATRA's Continuing Education Units (CEU) Program

Continuing Education Units

Practice Years: April 1, 2017 – March 31, 2020 (for current professional members as of April 1, 2017)

Recreation therapists continually upgrade their knowledge and skills to meet the demands of evolving practice environments and client needs. The CEU program promotes evidence informed practice, reflective practice and provides tools and resources for recreation therapists to enhance their knowledge and skills required for interventions. The CEU program provides the means for recreation therapists to be informed about trends and advancements within the profession.

CEU program requirements are completed by all professional members on an ongoing basis throughout a three-year period. Professional members are required to record CEU activities as part of the annual membership renewal process. CEU requirements must be met to qualify for renewal of professional membership.

ATRA requires 45 CEUs be completed over a three-year period. There are various methods in which to accrue CEUs, each method is indicated by an affiliated code.

Reporting your CEUs:

- CEU activity is to be documented to the affiliated code as described in the attached form (*title of the CEU activity, the date(s) in which the CEU activity was completed, and the total number of CEUs submitting for each category*)
- If possible, please retain receipts or records of attendance, there is an option to attach a certificate of attendance, copy of a transcript, conference information, receipts, etc. in the online reporting area. These may be used for auditing purposes.

CEU Parameters

1. CEU activity is required to be related to TR competencies as identified by ATRA's Competency Profile for Recreation Therapists in Alberta (ATRA, 2012).
2. The "*Related to Therapeutic Recreation*" clause refers to material that is able to be applied to support evidence informed practice or advance the practice of recreation therapy.

ATRA's Continuing Education Units (CEU) Program

Continuing Education Units Codes

Practice Years: April 1, 2017 – March 31, 2020 (for professional members as of April 1, 2017)

Code 110 Education Sessions

(Maximum of 45 CEUs over three years)

One (1) hour of attendance at an educational session equates to one (1) CEU.

Educational sessions include local, provincial and national symposium sessions, conference sessions, workshops, webinars/ teleconferences, seminars that have been arranged by a professional agency, health employer, association, or educational institution. These educational sessions will include content specific or related to recreation therapy competencies.

Code 111 Post Secondary Education

(Maximum 45 CEUs over three years)

One (1) course from an accredited educational institution equates to five (5) CEU's.

Completion of and credit provided for undergraduate level, graduate level, and advanced certification courses offered at accredited post-secondary institutions. These courses will include content specific or related to recreation therapy competencies.

Code 112 Reflective Practice Entry

(Maximum 15 CEUs over three years)

Completion of one (1) Reflective Practice Entry equates to one (1) CEU.

Reflective Practice Entries will be completed following attendance at an educational session or course from an accredited educational institution that was completed in the current year under Code 110 or Code 111 respectively. Completed Reflective Practice Entry forms will be submitted with the member's annual renewal. (Appendix A)

Code 113 Literature Review Entry

(Maximum 15 CEUs over three years)

Completion of one (1) Literature Review Entry equates to one (1) CEU.

Literature Review Entries will be completed upon reading a scholarly article that is specific or related to recreation therapy competencies. Scholarly articles are to be based on original research, research reviews, clinical case studies or clinical trials. Literature Review Entry forms will be submitted with the member's annual renewal. (Appendix B)

Code 114 Provision of Formal Presentations

(Maximum of 36 CEUs over three years)

One (1) hour of providing a formal presentation equates to four (4) CEUs.

*Formal presentations*** will include content specific or related to recreation therapy competencies and delivered at places of employment, post-secondary institutions, community agencies, conferences, symposiums, chapter meetings.

*** Only initial presentations will be eligible for CEUs; repeat presentations of the same subject matter will not be eligible.*

Code 115 Clinical Supervision/Preceptorship

(Maximum of 36 CEUs over three years)

Three (3) hours of clinical supervision/preceptorship to a student equates to one (1) CEU.

Clinical supervision/preceptorship includes; practicum placements for students enrolled in a therapeutic recreation undergraduate or graduate level program from an accredited educational institution.

Code 116 Publishing Scholarly Articles

(Maximum of 24 CEUs over three years)

One (1) scholarly article equates to four (4) CEU's.

Acceptance of a *scholarly article*** related to Therapeutic Recreation in a local, provincial, national or international publication. Scholarly articles are those that are based in original research, research review, clinical case studies, clinical trials, perspective/opinion/commentary or book reviews. Scholarly articles are to be supported and referenced with academic sources as required by the professional journal.

**Only initial publications will be eligible for CEUs; repeat publications of the same subject matter will not be eligible.

Code 117 Text Book/Research Publication

(Maximum of 30 CEUs over three years)

One new development project equates to ten (10) CEUs.

Completed research or textbooks authored, co-authored or edited by the professional member that expands the current knowledge base and advances the profession of Therapeutic Recreation.

Code 118 Volunteer Contribution – Community Based

(Maximum of 12 CEUs over three years)

One (1) hour of active volunteer contribution to a community based committee, council or board equates to one (1) CEU.

Active volunteer contributions to a community based committee, council or board will include roles and responsibilities related to recreation therapy competencies. Submissions for CEUs in this category must include the attached form indicating the contribution of the volunteer work completed, hours worked, and contribution to continued competence within recreation therapy practice. (Appendix C)

Code 119 Volunteer Contribution – ATRA Term Committee or Sub-committee

(Maximum of 18 CEUs over three years)

One (1) hour of active volunteer contribution as part of an ATRA term committee or sub-committee as noted in Code 120 equates to one (1) CEU.

Active volunteer contributions will be overseen by assigned chairpersons noted in Code 120 and involve advancement of the profession.

Code 120 Volunteer Contribution – ATRA/CTRA Board or Committee Chair Positions

(Maximum of 45 CEUs over three years)

One (1) year of active contribution to a term volunteer position that involves advancement of the profession will be allocated as follows:

ATRA/CTRA Board of Directors	15
ATRA Chapter Executive	12
Professional Advancement Committee Chairs	8
Membership Review Committee Chair	8
ATRA/CTRA Symposium Committee Chair & Vice Chairs	8

Record of Continuing Education Units (April 1, 2017 – March 31, 2020)

This is an optional form for members to keep track of their CEUs. When the online system is launched in early 2018 members will be able to enter their CEUs online anytime throughout the year.

Member Name: _____

A total of 45 Continuing Education Units are required every three years.

Please note the maximum CEUs allowed in each category and do not exceed these totals in your calculations of CEUs.

Code 110 Education Sessions (Maximum of 45 CEUs over three years)

One (1) hour of attendance at an educational session equates to one (1) CEU.

1. _____ Date: _____ No. of Units _____
2. _____ Date: _____ No. of Units _____
3. _____ Date: _____ No. of Units _____
4. _____ Date: _____ No. of Units _____
5. _____ Date: _____ No. of Units _____

Code 111 Post Secondary Education (Maximum 45 CEUs over three years)

One (1) course from an accredited educational institution equates to five (5) CEUs.

1. _____ Date: _____ No. of Units _____
2. _____ Date: _____ No. of Units _____
3. _____ Date: _____ No. of Units _____

Code 112 Reflective Practice (Maximum 15 CEUs over three years)

Completion of one (1) Reflective Practice Entry equates to one (1) CEU. Completed Reflective Practice Entry forms will be submitted with the member's annual renewal. (Appendix A)

1. _____ Date: _____ No. of Units _____
2. _____ Date: _____ No. of Units _____
3. _____ Date: _____ No. of Units _____

Code 113 Literature Review Entry (Maximum 15 CEUs over three years)

Completion of one (1) Literature Review Entry equates to one (1) CEU. Literature Review Entry forms will be submitted with the member's annual renewal. (Appendix B)

1. _____ Date: _____ No. of Units _____
2. _____ Date: _____ No. of Units _____
3. _____ Date: _____ No. of Units _____

Code 114 Provision of Formal Presentations (Maximum of 36 CEUs over three years)

One (1) hour of providing a formal presentation equates to four (4) CEUs.

1. _____ Date: _____ No. of Units _____
2. _____ Date: _____ No. of Units _____

Code 115 Clinical Supervision/Preceptorship (Maximum of 36 CEUs over three years)

Three (3) hours of clinical supervision/preceptorship to a student equates to one (1) CEU.

1. _____ Date: _____ No. of Units _____

Code 116 Publishing Scholarly Articles (Maximum of 24 CEUs over three years)

One (1) scholarly article equates to four (4) CEU's.

1. _____ Date: _____ No. of Units _____

Code 117 Text Book/Research Publication (Maximum of 30 CEUs over three years)

One new development project equates to ten (10) CEUs.

1. _____ Date: _____ No. of Units _____

Code 118 Volunteer Contribution – Community Based (Maximum of 12 CEUs over three years)

One (1) hour of active volunteer contribution to a community based committee, council or board equates to one (1) CEU. Submissions for CEUs in this category must include the attached form indicating the contribution of the volunteer work completed, hours worked, and contribution to continued competence within recreation therapy practice. (Appendix C)

1. _____ Date: _____ No. of Units _____

Code 119 Volunteer Contribution – ATRA Term Committee or Sub-committee (Maximum of 18 CEUs over three years)

One (1) hour of active volunteer contribution as part of an ATRA term committee or sub- committee as noted in Code 120 equates to one (1) CEU. Active volunteer contributions will be overseen by assigned chairpersons noted in Code 120 and involve advancement of the profession.

1. _____ Date: _____ No. of Units _____

2. _____ Date: _____ No. of Units _____

Code 120 Volunteer Contribution – ATRA/CTRA Board or Committee Chair Positions (Maximum of 45 CEUs over three years)

1. _____ Date: _____ No. of Units _____

2. _____ Date: _____ No. of Units _____

Reminder: This is an optional form for members to keep track of their CEUs. When the online system is launched in early 2018 members will be able to enter their CEUs online anytime throughout the year.