



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

www.NCTRC.org

Fax ♦ (845) 639-1471

Thank you for your interest in the NCTRC Pre-Application Coursework Review Process. The Pre-Application Coursework Review Process is designed to permit potential applicants to determine whether or not 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 count towards NCTRC eligibility requirements.

General Instructions for Pre-Application Coursework Review

- ❑ Type or print all information in ink. Do not use pencil. (Note: a copy of this application is available online at www.NCTRC.org.)
- ❑ The Pre-Application Review fee is \$25.00 per application submission (multiple course listings per application is permissible). Please submit the \$25.00 fee with the application.
- ❑ Please attach an original, official transcript from the university or college and all related course syllabi (as necessary) clearly describing the nature and scope of the course(s).
- ❑ Once the application is received by NCTRC, a formal course review will be completed by a Credentialing Specialists using current NCTRC coursework review procedures.
- ❑ You will receive official notification from NCTRC regarding the outcome of the coursework review.
- ❑ Upon submission of the Professional Eligibility application for review, please re-submit the notification form so that the pre-approved courses can be included in the determination of eligibility during the formal Professional Eligibility review process.
- ❑ It is advisable to send the application and transcript by certified, return-receipt mail.

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 standards. Coursework approval is limited to the period of time that applies to the current NCTRC 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 _____

Full Address _____

City _____ State _____ Zip Code _____

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

Please submit a check, money order or fill out the credit card information for \$25.00.

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: _____

Therapeutic Recreation Course Titles (Must be a minimum of 3 credits)	Course Prefix	Course Number	Course Credit	NCTRC Use Only
General Recreation Course Titles (Must be a minimum of 3 credits)				
Supportive Course Titles (Must be a minimum of 3 credits)				
Anatomy/Physiology:				
Human Growth and Development Across the Lifespan:				
Abnormal Psychology:				

Pre-Application Coursework Review Decision: Approval Denial

Credentialing Specialist: _____ Credentialing Specialist: _____

Date Received	<i>NCTRC OFFICE USE ONLY</i> Amount and Date Paid
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