

**California Board of Recreation and Park Certification, Inc**

*California Certification, established in 1954, Promotes Pride and Excellence in the Profession*

P.O. Box 2137 Fallbrook, CA 92088 V/M/Text: 661-538-1332 E: cbrpcca@gmail.com.com **Web site:** cbrpc.org

**Date:** October 1, 2020  
**To:** RTC's Whose Renewal Expires December 31, 2020  
**Subject:** **RTC/RC DECEMBER 2020 RENEWAL**

**Avoid the late fee and delay in receiving your renewal and post mark no later than Friday, November 20, 2020.**

*Any renewal application received between November 20 through December 18, 2020 is considered LATE and additional fees apply. No applications will be received after December 18<sup>th</sup>.*

**For this renewal cycle, 2.0 CEU/20 Contact hours accepted between December 1, 2018 to November 19, 2020. CBRPC will now accept ALL of your contact hours in on-line courses. Be sure to follow same criteria for documentation.**

**This packet includes forms for:**

- 1) **RTC and/or RC Renewal** & payment form (pgs. 4-8 only)
- 2) **2020 Extension** (pgs. 9-10) (if you don't have 2.0 CEU's and need an extra year to earn them use this form)
- 3) **2020 PLOA Professional Leave of Absence** & payment form (pgs. 11-12)
- 4) **2020 Will Not Be Renewing/Retired/Notworking in Field** (pg. 13)
- 5) **2020 Information of Dual RTC/RC Certification** (pg.14)

*The results of the CBRPC Recertification Review Committee will be mailed out by the end of December before your certification expires.*

If there are concern/questions with your renewal, the committee person reviewing your renewal will contact you for clarification and/or additional information.

**ONCE THE RENEWAL IS APPROVED**, begin earning your next 2.0 CEU's/20 Contact Hours which must fall within December 1, 2020 to November 19, 2022.

**EXPEDITE THE PROCESS:**

- 1) Complete all information on all related forms, **leave nothing blank**
- 2) List all the courses/workshops/conferences you have attended. **Attach copies of your CEU'S/Contact Hours in the order listed on your form.** Contact/CEU hours must fall within December 1, 2018 to November 19, 2020
- 3) **Complete and return the appropriate form and renewal payment** (*please do not return the instructions or forms you did not use*)
- 4) **Incomplete/ missing form(s)** will delay the renewal process
- 5) **Keep a file with copies of your renewals** and CEU's/contact hours

CEU's /Contact hours earned <b>must relate to the profession; topics must be related to the Therapeutic Recreation Knowledge Areas</b>
<b>2.0 CEU'S/20 Contact hours are required every renewal cycle. This Cycles CEU/Contact hours must fall within 12/1/2018 TO 11/19/2020</b>
<b>1 contact hour = 0.1 CEU. 10 contact hours= 1.0 CEU 20 contact hours= 2.0</b>
<b>ATTACH COPIES of CEU documentation in order they are listed on the re-certification form</b>
<b>CEU/CONTACT HOUR CERTIFICATE/VERIFICATION FORM TO INCLUDE THE FOLLOWING</b>
Name of Certificant
Title of Workshop/Course/Training
Specific Location/Date/Time
CEU/Contact Hours earned at the Workshop/Course/Seminar/Training Session
Title of each session
CEU Provider name and number: (Example: ATRA/CPRS/ NRPA, IACET or Board of Registered Nurses #) ***If you took a course from an organization without a Provider Number it may not be accepted by CBRPC
<b>** TRAINING RECORDS OF YOUR IN-SERVICES (related to the field of Recreation Therapy) completed at your facility/agency are NOT acceptable documentation. You must request a certificate of completion or a letter on facility letter head stationary from education department/ human resources or instructor., stating your full name/ Title of Training Course/ Location/ Date/ CEU or number of hours earned CEU Provider Name.</b>
<b>CEU /CONTACT HOUR CONTENT</b>
<b>SAFETY RELATED COURSES limited up to <u>0.5 CEU or 5 Contact Hours.</u></b> (i.e., CPR, FA, PRO ACT, CPI, Food Handlers & Safety Courses, MAB, Water Safety, Fire Safety, Back Safety, Basic Infection Control, Disaster Emergency Triage, etc.)  <b>IMPORTANT:</b> Documentation must include 1) class title. 2) length of class to determine how many CEU's will be awarded, 3) location, date and time 4) Your name must be on the document. Example: CPR class lasting 2 hours will be awarded 0.2 CEU 2 Contact hours. It is not automatically awarded 0.5 CEU/5 Contact Hours because it is a CPR Class.
<b>CORRESPONDENCE and ON-LINE LEARNING COURSES 2.0 CEU/20 contact hours.</b>
<b>COMPUTER SKILLS COURSES limited to 0.5 CEU'S/5 contact hours.</b>
<b>LANGUAGE COURSES limited to 1.0 CEU/10 contact hours.</b>
<b>REMINDER: FOLLOWING THE 2020 RENEWAL CYCLE SAFETY RELATED, WORK REQUIRED TRAINING AND COMPUTER CLASSES WILL NO LONGER BE ACCEPTED FOR CONTACT HOURS</b>
<b>CEU'S/CONTACT HOURS for WRITTEN PUBLICATIONS (books, articles, thesis, dissertations) FYI: CEU's not earned for Reading Books/Articles/Magazines/Newspapers etc.</b>
<b>Approved when you are the author/written current published text book/ Thesis &amp; Dissertation during the 2-year cycle. Limited 1.0 CEU/10 contact hours.</b>
<b>Approved when you the Author of published articles (co-author not accepted) in professional magazines or newspapers limited .2 CEU's or 2 contact hours.</b>
<b>Proof must be submitted and applied once.</b>

<b>CEU's EARNED for PRESENTING at a Workshop/Conference/Institute or GUEST LECTURER</b>			
<b>Awarded to solo speakers only</b>			
<b>Minimum length 1 hour/ maximum length 3 hours.</b> You will be awarded half the number of CEU's for the presentation; <i>example</i> 1 hour= .05 2 hours= 0.1 3 hours= 0.15 4 hours= 0.2			
<b>Repeating sessions or topics are not accepted during each 2-year cycle</b>			
<b>Must have written proof to include; date, time, location, number of hours, topic title, verified signature</b> (Not your signature)			
<b>CBRPC THERAPEUTIC RECREATION 8 KNOWLEDGE AREAS</b>			
1. Administration & Management	2. Disability/Population Characteristics	3. Documentation	4. Legislation/ Patient/Consumer Rights-Advocacy
5. History & Philosophy	6. Professionalism	7. Programming	8. Treatment Modalities
<b>COMPLETED COLLEGE/UNIVERSITY COURSES,</b> attach a copy of the transcript to verify course work and final grade/audit credit & course title.			
Course work must relate to the therapeutic recreation field. Letters are not accepted.			

**DO NOT RETURN INSTRUCTIONAL PAGES 1 – 3 with your renewal.**



# RTC/RC DECEMBER 2020 RENEWAL PAYMENT FORM

Must be completed and return with form(s)

	Check that apply	Amount
<b>FEES for payment with a Check or Money Order</b>		
RTC/RC Renewal	<input type="checkbox"/>	\$ 100.00
DUEL RTC & RC Renewal	<input type="checkbox"/>	\$ 125.00
RTC/RC Renewal <b>LATE FEE</b> (already includes the renewal fee of \$100) Nov. 20 to Dec. 18, 2020	<input type="checkbox"/>	\$ 145.00
DUEL RTC & RC Renewal <b>LATE FEE</b> (includes the renewal fee of \$125) Nov. 20 to Dec. 18, 2020	<input type="checkbox"/>	\$ 170.00
<b>FEES for payment with a Credit Card</b>		
RTC/RC Renewal	<input type="checkbox"/>	\$ 105.00
DUEL RTC & RC Renewal	<input type="checkbox"/>	\$ 130.00
RTC/RC Renewal <b>LATE FEE</b> (already includes the renewal fee of \$100) Nov. 20 to Dec. 18, 2020	<input type="checkbox"/>	\$ 150.00
DUEL RTC & RC Renewal <b>LATE FEE</b> (includes the renewal fee of \$125) Nov. 20 to Dec. 18, 2020	<input type="checkbox"/>	\$ 175.00
<b>RTC/RC Replacement Certificate Fee</b>		
RTC/RC Replacement Certificate Fee	<input type="checkbox"/>	\$ 20.00
CBRPC Lapel Pin	<input type="checkbox"/>	\$ 8.00
<b>Tax Deductible Donation</b> to CBRPC, Inc Non-Profit- 501(c)(3)	<input type="checkbox"/>	\$
<b>Total Amount</b>		\$
<b>Enclosed</b>		

PAYMENT INFORMATION	
Check here for payment with check/money order/ Cashier's check <input type="checkbox"/>	
Check enclosed <b>Check/MO/Cashier's Check</b> # _____	Make check payable to: CBRPC

**PAYING BY CREDIT CARD:** check which credit card you are using and complete all information below

or

Credit Card Number:	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td><td style="width: 10%;"></td> </tr> </table>																				
Credit Card Expiration Date:																					
Cardholder Printed Name:																					
Cardholder Signature:																					
Cardholder <u>BILLING</u> Address/City/ State:																					
Cardholder email:																					
Cardholder phone number & area code:																					
Date of completion:																					

Paying by credit card- Forms & Payment: 1) mail to address below, or 2) Scan and email [cbrpcca@gmail.com](mailto:cbrpcca@gmail.com) as attachment  
Paying by check/money order/cashier's check- mail payment and forms to: CBRPC, Inc PO Box 2137 Fallbrook, CA 92088



**LIST ALL LANGUAGE COURSES Limited 1.0 CEU's or 10 contact hours no matter how many were earned**

Title of Course	CEU Provider		Length Of Session	CBRPC Knowledge Area Code	Number of CEU's Awarded	RRC USE
	Name & or ID#	Date				

**LIST ALL CORRESPONDANCE/ ON-LINE/ WEBINARE COURSES  Expanded to 2.0 CEU's or 20 contact hours**

Title of Session	CEU Provider		Length Of Session	CBRPC Knowledge Area Code	Number of CEU's Awarded	RRC USE
	Name & or ID#	Date				

**LIST ALL SAFETY RELATED COURSES Limited .5 CEU's/5 contact hours no matter how many were earned**

Title of Course	CEU Provider		Length Of Session	CBRPC Knowledge Area Code	Number of CEU's Awarded	RRC USE
	Name & or ID#	Date				

**LIST ALL COMPUTER SKILLS COURSES Limited .5 CEU's/ 5 contact hours no matter how many were earned**

Title of Course	# of units CEU's	Dates of course	Instructors Full Name	CBRPC Knowledge Area Code	RRC USE

**Following the December 2020 renewal cycle Safety and Computer courses will no longer be accepted for CEU's or Contact Hours.**

**LIST CEU'S EARNED AS A SPEAKER at a workshop/institute/ conference or guest lecturer**

Awarded to solo speakers only. Awarded half the number of hours of the presentation; minimum 1 hour and maximum 4 hours Example of what will be awarded: 1-hour presentation = .5 CEU's 3-hour presentation= 0.15 CEU's 4-hour presentation= 0.2 CEU's- must provide written proof.

Title of Session	Date of session	Location	# of hrs.	RRC USE

**CEU'S EARNED FOR AUTHORED WRITTEN/ PUBLICATIONS books, articles, thesis, dissertations related to the recreation therapy field Approved author of current published text book/ Thesis & Dissertation during the 2-year cycle limited to 1.0 CEU's or 10 contact hours. Authored published articles (co-author not accepted) in a professional magazine or newspaper related to the field during the 2-year cycle and may not exceed .2 CEU's or 2 contact hours. Proof of said publications must be submitted and can be applied only once during the 2-year cycle.**

Title of Textbook/ Thesis/ Article	Date of publication	Textbook Article Thesis	Publisher	RRC USE

**LIST UNIVERSITY/COLLEGE COURSE WORK** Unlimited CEU's Must relate to field & attach an official transcript of completed course

Title of Course	# of units CEU's	Dates of course	Instructors Full Name	CBRPC Knowledge Area Code	RRC USE



# December 2020 Cycle I WILL NOT BE RENEWING

<b>Name:</b>		Certification #
<b>Address:</b>		City:
<b>Email:</b>		Zip:

Read, Check and sign here:

I understand if I want to come back, I do not re-take the exam and need to complete the Previously Certified Re-entry form, show proof of earning 2.0 CEU's within that cycle.

Your signature:

### Check one or more of the following reasons:

	No longer working in the field
	Obtaining another degree
	Retired (You may qualify for a Life Time Certificate)
	Out on disability
	Caring for a loved one(s)
	Too expensive
	Too challenging obtaining CEU's
	Other:

### Additional Comments:

*Whatever your decision, we wish you all the best that life has to offer and appreciate the years you were certified through CBRPC*