

**Canadian Therapeutic Recreation Association
Certification Task Force Meeting – Tele-conference
September 22, 2005**

MINUTES

In Attendance: Tanea Goncalves (Chair), Helene Driscoll (BC), Dawna Sylvestre (MB), Chris Richards (ON), Anne Robins (SK)

Regrets: Micheline Commitz (NB), Brooke Alsbury (Yukon), Wayne Bishop (NF/L), Jerry Singleton (NS), Maggie Blaise (PQ), Erin Turnell (AB)

Information Sharing: Francis Holt-Gallant (PEI)

	Item for Discussion	Discussion/Action to be taken	Person Responsible
1.0	Call to Order	The meeting was called to order by Tanea	
2.0	Approval of Agenda and Minutes from May, 2005		
3.0	Strategic Plan 2005-2006		
3.1	NCTRC negotiations (Tanea, Jerry, Chris)	<p><i>Negotiating issues</i></p> <ul style="list-style-type: none"> • <i>Legislative practice questions</i> • <i>Job analysis</i> • <i>Language Issue</i> • <i>Educational Qualifications</i> • <i>Competency requirements</i> • <i>10-15 year plan</i> • <i>Nationalism issues</i> <p>Tanea spoke with Lawyer George Bryce re: negotiations with NCTRC. Recommendation made to have lawyer review letter after it is composed as per legal perspective. Lawyer very knowledgeable. Major concern re: Trademark laws. OK if Trademarked in the US. Issue with Canadian federal title protection – new Trademark Act. Canadian government no longer has capacity to federally protect titles. Importance re: competency profile in Canada. Also mentioned the loss of revenue. Recommendation re: referral fee. Discussions re: viability of Certification in Canada. \$190.00/hour for services including taxes.</p> <p>Action: Chris to compose letter to NCTRC for review from CTF, CTRA BOD and designated legal representative.</p>	Chris
3.2	Questionnaire re: job analysis (Maggie, Jerry and Jocelyn)	<p>Questionnaire marketing and database collection objective needs to be determined and also need consultation with Jocelyn</p> <p>Action: Maggie and Chris to look into further research documents that could be beneficial to re: competencies.</p> <p>No further documents from Ontario.</p> <p>Report to be provided by July by Maggie</p> <p>Action: Maggie will contact Jocelyn to initiate potential questionnaire. What type of questionnaire do we want...we want to create a questionnaire that goes out to Canada, self-administered not requiring observation? Jerry and Maggie to coordinate calls and future research.</p>	
3.3	Marketing	Certification marketing plan to be developed	

	(Helene, Anne)	<p>Erin has resigned her position on the task force. Looking for representation from AB.</p> <p>Anne indicated that she is willing to assist in Marketing Certification.</p> <p>Action: Anne and Helene will develop information for Tribune.</p> <p>Goal: Increase profile of Certification Task Force.</p> <p><i>Quarterly goals: Summer/Fall/Winter/Spring issues – Individual provinces...webpages...CTRA certification Road show to be developed/ display boards</i></p> <p>Action: CTF members to review and comment re: Marketing Plan review of documents at next meeting. “The Business of Certification.” Tanea to forward to group for discussion.</p> <p>Action: Marketing Plan for Task Force</p>	<p>Anne/Helene</p> <p>All</p> <p>Anne/Helene</p>
3.4	National standards of practice	<p>Action: Tanea to meet with Technical Writer re: development Of National Standards of Practice. Using documents, NLTRA, TRO, NTRS, and ATRA-US.</p> <p>Discussion re: TRO Standards of Practice. Discussion re: providing a letter of support.</p> <p>Action: Chris to Speak with TRO BOD</p>	
3.5	<i>Budget development</i>	<p>2005-2006 CTF Budget needs to be developed and forwarded to CTRA BOD for approval</p> <p>Standards technical writer Teleconference – 2nd month Teleconference – NCTRC negotiations (2-3 meeting (4-5 people); long distance calls – 20 calls (30 minutes) Teleconference – Canadian Job Analysis committee – preliminary discussions – 15 phone calls Marketing – Road show, presentations, conference calls – 15 calls – 2-3 people; hard copies for 1500 with mailouts...x 4 Resources – 250.00</p> <p>Possible use of an information sharing website.</p> <p>Action: Tanea to forward information on Website for CTF members to review. May be a way to reduce some costs for meetings.</p> <p>Resource book – links or items on Webpage...Tanea to discuss with Darlene</p> <p>Action: Webpage: Tanea to speak with Darlene re: placing Year 1 resources on Website</p>	
4.0	Unfinished Business		
4.1	<i>Comparison of twelve Professional TR Provincial Association – Dalhousie University Research Report &</i>	<p>Action: Jerry to report.</p> <p>Group indicates that it would be worthwhile to have provinces review information in book for update. Last time...</p>	

	<p><i>Status of TR in Canada (Issues in TR) Document</i></p>	<p>Action: Jerry to forward latest document for provincial review.</p> <p><i>In future: Look into making this document public via Web or CD.</i></p> <p>Action: Jerry to put together what he wants info on Cert process and developments going on...update 8 questions...</p> <p>Discussion re: Registration vs. Certification vs. Licensure</p> <p>Certification ensures that the individual has skills, knowledge and education to meet entry level requirements of the profession. Voluntary process. It is a standard for the profession. You must be able to ensure the process developed proves that an individual has the entry level competency to practice the profession of TR. Example: NCTRC – Specific coursework is required. Members have to write a written examination. Members must demonstrate Continuing Competency.</p> <p>Registration is a more global process whereby organizations register members that meet their entry requirements for the organization within a province or country. The entry requirements can be very specific or very broad, usually coursework. Voluntary. There is usually no demonstration of competence.</p> <p>Licensure is a government regulation process that demonstrates that all members have the entry level skills, knowledge and education to practice the profession of TR. You are legally obligated to maintain the standards and regulations of the regulatory college. If members do not follow the standards and regulations set out by the college, legal action could be taken against them.</p> <p>Idea for Marketing...definitions</p>	
4.2	<i>MDS TR Definition</i>	<p>Old definition still being use from the US.</p> <p>Action: Dawna to investigate contact information for the MDS Canadian Distributors to get the definition updated for Canada. Momentum???</p>	Dawna
4.3	<i>Determine what Certification should entail</i>	<p>Douglas college program at last stage of development.</p> <p>Action: Helene will compile a brief report and also forward e-document when she receives this information from the BCTRA.</p> <p>SASK: Curriculum changes made to diploma program. Needs to get updated on the website.</p>	Helene

		<p>Model of recreation Services in the Province of Saskatchewan – community recreation, educations, therapeutic recreation, everything possible...what area they work in and how they work. Anne will get information out to group.</p> <p>Action: Anne to keep the group informed re: the work being done in Sask.</p>	Anne
5.0	Other Areas of interest		
5.1	<i>ATRA Information</i>	<p>Position papers for the Therapeutic Recreation Educator conference in Chicago</p> <p>Maybe look at a system for review of position papers.</p> <p>Action: Tanea to look to get titles. Group to choose an item of interest and report back to the group.</p>	Jerry Tanea
5.2	<i>TRO Registration Process</i>	<p><i>TRO registration process has been provided for Tanea. Will investigate sharing of information to CTF.</i></p> <p>Action: Chris to get document out to CTF members for their review</p>	Chris
5.3	<i>CD's with Minutes and Reports</i>	<p>Action: CTF members to provide current mailing address. Please review current contact information.</p> <p>So far Dawna, Helene and Chris have confirmed addresses.</p> <p>Action: Tanea to send CD'S to CTF members.</p>	All Tanea
6.0	Next Meetings	<p>November – Tele-conference – November 18, 2005 *</p> <p>December – E-mail Update – December 8, 2005</p> <p>January – Tele-conference – January 12, 2006</p> <p>February – E-mail Update – February 9, 2005</p> <p>March – Tele-conference – March 9, 2005</p> <p>April – Tele-conference – preparations for CTRA conference – 13, 2005</p> <p>May – CTRA conference – face-face meeting</p>	
7.0	Adjournment		