

**Canadian Therapeutic Recreation Association
Certification Task Force Minutes - Teleconference
Thursday, March 9, 2006**

Minutes

BC/Yukon (4:00 p.m.); AB/NWT (5:00 p.m.); SK/MB (6:00 p.m.); ON/PQ (7:00 p.m.);
NB/NS/PEI (8:00 p.m.); NF (8:30 p.m.)

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Conference Code: 1101661661

Phone in Instructions below...

	Item for Discussion	Discussion/Action to be taken	Person Responsible
1.0	Call to Order		
2.0	Approval of Agenda and Minutes from January 2006	Minutes are OK as well as the agenda.	
3.0	<i>Strategic Plan 2005-2006</i>		
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 ns</i> • <i>Competency requirements</i> • <i>10-15 year plan</i> • <i>Nationalism issues</i> <p>Action: Tanea to compose letter.</p> <p>Action: Bob Riley would like an e-mail.</p> <p>Letter composed, returned from lawyer and has been sent to the CTRA president. Meeting time for sub-committees to be coordinated.</p>	<p>Tanea</p> <p>Tanea</p>
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: Waiting for translation information. Beginning of April format/protocol to be developed.</p> <p>NCTRC negotiations may help with regard to the Job Analysis.</p> <p>Would like to have a timeline developed for committee.</p>	Maggie/Jerry
3.3	Marketing (Helene, Anne, Wayne)	<p>Action: Anne, Helene and Wayne will develop marketing plan with timelines.</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: Team to develop marketing plan for president's meeting in May</p>	<p>Anne/Helene/Wayne</p> <p>All</p>

		<p>Important for update for the April 1, 2006 (Spring Edition of the Tribune)</p> <p>All CTF document reports on website.</p> <p>Tanea to forward NCTRC presentation from Montreal presentation.</p>	
3.4	National standards of practice	<p>Update: Standards of Practice initial draft complete. Sent to 41 experts in Canada. Received 30+. Met with technical writer to answer questions. Revision document expected March 30 for distribution in the April 2006 newsletter.</p>	Tanea
4.0	Unfinished Business		
4.1	<i>Comparison of twelve Professional TR Provincial Association – Dalhousie University Research Report & Status of TR in Canada (Issues in TR) Document</i>	<p>Action: Tanea to send out for 3rd round. Complete by May/06</p> <p>Idea to move off our agenda to presidents meeting. (May/06). Annual AGM report. CD to be distributed at May provincial president's meeting.</p> <p>Waiting for responses to update document. NF/L and TRO complete. Please forward to Jerry ASAP.</p>	Jerry
4.2	<i>MDS TR Definition</i>	<p>Action: Tanea to contact group. Working on contacting MDS creators to change definitions.</p>	Tanea
4.3	<i>Determine what Certification should entail</i>	<p>Action: Anne to keep the group informed re: the work being done in Sask.</p> <p><i>Original goal to update the collaboration being completed with the University and the professional group re: curriculum and competencies.</i></p> <p>Advisory Board meeting.</p>	Anne
5.0	Other Areas of interest		
5.1	<i>ATRA Information</i>	<p>Action: CTF members to review their documents and forward brief summary and recommendation for group to review. complete summary as well as recommendation for rest of group to read article for CTF</p> <p>Wayne – Accreditation in TR Jerry – Distance Education Benefits/Shortcomings - no professional side Chris – Summary Report: Current Status of Professional Preparation in TR Greater information re: NCTRC processes. Tanea – Undergraduate Education in TR</p> <p>Helene - Education and Training in Related Disciplines – not relevant -Practitioner/Leader Survey – not relevant</p> <p>Maggie – Higher Education Influences and Trends-</p>	

		done Anne – Master’s Education in TR-done	
5.2	<i>TRO Registration Process</i>	Action: Tanea to forward document to CTF members	Tanea
5.3	<i>CD’s with Minutes and Reports</i>	Action: Tanea to send CD’S to CTF members.	Tanea
5.4	<i>Rod Dieser Article</i>	Tanea forwarded article to group for review and future discussion. Could not open the attachment. Will try to resend. Published in Leisure Studies. Sent	All
5.5	<i>Student Queries</i>	Members continue to get many questions from Students. We should pull questions together for Certification 101. Please forward questions to Tanea to identify common questions. <i>Is it possible to keep track of student queries re: Certification? Compile. 3 in last month</i> <i>Include in Certification 101</i>	
5.6	<i>Volunteer Database</i>	Jocelyn? Complete	
5.7	<i>Douglas College Announcement</i>	<i>TR degree program approved!!!</i>	
5.8	<i>Dalhousie Program Distance Education</i>	<i>TR professional course being offered in May.</i>	
6.0	Next Meetings	April – Tele-conference – preparations for CTRA conference – April 20, 2006 same time. May 5, 2006 – CTRA conference – 12:00 Bedford Room Also NCTRC Certificants meeting at 5:30 that Friday evening. All individuals with interest in Certification are welcome to attend.	
7.0	Adjournment		

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