

**Canadian Therapeutic Recreation Association  
Certification Task Force Agenda - Teleconference  
May 5, 2006 – CTRA conference – 12:00 Bedford Room**

**Minutes**

*Present: Tanea Goncalves, Anne Williment, Jill Buerger, Maggie Blais, Jerry Singleton, Wayne Bishop, Chris Richards*

*Regrets: Anne Robbins, Helene Driscoll, Micheline Comitiz*

	<b>Item for Discussion</b>	<b>Discussion/Action to be taken</b>	<b>Person Responsible</b>
<b>1.0</b>	<b>Call to Order</b>	T	
<b>2.0</b>	<b>Approval of Agenda and Minutes from March 2006</b>		
<b>3.0</b>	<b>Strategic Plan 2005-2006</b>		
3.1	NCTRC negotiations (Tanea, Jerry, Chris)	<p><i>Negotiating issues</i></p> <ul style="list-style-type: none"> <li>• <i>Legislative practice questions, Job analysis, Language Issue, Educational Qualifications, Competency requirements , 10-15 year plan, Nationalism issues</i></li> </ul> <p><b>Update:</b> Meetings are progressing well. Have last meeting scheduled for later in the afternoon. Would like a letter written from NCTRC addressing the issues identified from CTRA and potential written commitment. Also need direction from the CTRA board. Maggie also identified that she could assist with translations.</p>	<b>Tanea, Jerry, Chris</b>
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><b>Action: Waiting for translation information. Beginning of April format/protocol to be developed.</b></p> <p>NCTRC negotiations may help with regard to the Job Analysis.</p> <p><b>Would like to have a timeline developed for committee.</b></p> <p><b>Update:</b> Difficulty arranging further meetings with Jocelyn. Areas for translation include:</p> <ol style="list-style-type: none"> <li>1) observation</li> <li>2) Interview</li> <li>3) Self administered questionnaire</li> </ol>	<b>Maggie/Jerry</b>
3.3	Marketing (Helene, Anne, Wayne)	<p><b>Action: Anne, Helene and Wayne will develop marketing plan with timelines.</b></p> <p>Goal: <b>Increase profile of Certification Task Force.</b></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><b>Action: Team to develop marketing plan for president's meeting in May</b></p> <p><b>Update:</b> Marketing plan sent out to CTF for review and comment. Jill indicates that she would be willing to participate in Marketing team.</p>	<b>Anne/Helene/Wayne</b>

3.4	National standards of practice	<b>Update:</b> Vote to be sent out to CTRA membership for all members to have the opportunity to vote on the SOP's. .	<b>Tanea</b>
<b>4.0</b>	<b>Unfinished Business</b>		
4.1	<i>Comparison of twelve Professional TR Provincial Association – Dalhousie University Research Report &amp; Status of TR in Canada (Issues in TR) Document</i>	<b>Action: Tanea to send out for 3<sup>rd</sup> round. Complete by May/06</b>  Idea to move off our agenda to presidents meeting. (May/06). Annual AGM report. CD to be distributed at May provincial president's meeting.  Waiting for responses to update document. NF/L and TRO complete. Please forward to Jerry ASAP.  <b>Update:</b> We still need information from Nova Scotia, New Brunswick, Manitoba, Prince Edward Island, Quebec (3 associations). Please forward documents to our new representative Anne Williment from Manitoba.	<b>All</b>
4.2	<i>Determine what Certification should entail</i>	<b>Action: Anne to keep the group informed re: the work being done in Sask.</b>  <i>Original goal to update the collaboration being completed with the University and the professional group re: curriculum and competencies.</i>  <b>Update: No update</b>	<b>Anne</b>
<b>5.0</b>	<b>Other Areas of interest</b>		
5.1	<i>TRO Registration Process</i>	<b>Action: Tanea to forward document to CTF members</b> <i>Members at meeting received documents. Tanea to send to members Anne W., Anne R., Helene and Micheline for review.</i>	<b>Tanea</b>
5.2	<i>CD's with Minutes and Reports</i>	<b>Action: Tanea to send CD'S to CTF members.</b> <i>Members at meeting received CD. Tanea to send to members Anne W., Anne R., Helene and Micheline for review.</i>	<b>Tanea</b>
5.3	<i>Rod Dieser Article (Sent out April 2006 by Rod)</i>	<b>Discussion/Response</b> <i>Discussion held at length. Motion to strike off our agenda. We can continue to send information as a resource however we are no longer going to provide feedback. And regarding CTF membership, we need individuals that are neutral in the process. Tanea to send out letter.</i>	<b>All</b>
5.4	<i>Student Queries</i>	<b>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.</b>  <b>Student Queries:</b>  <b>Certification 101: 0</b>	
5.5	<i>Strategic Plan 2006-2007</i>	<b>1. Implementation Strategies</b> <b>2. Promoting the Certification process</b> <b>3. Liaison with Universities/Colleges</b>	

		<i>-separate group issues</i>	
<b>6.0</b>	<b>Next Meetings</b>	June 15, 2006? – Teleconference prior to summer  Also NCTRC Certificants meeting at 5:30 that Friday evening. All individuals with interest in Certification are welcome to attend.	
<b>7.0</b>	<b>Adjournment</b>		

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