



# RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department

## POLICY AND PROCEDURE

RANCHO LOS AMIGOS  
NATIONAL REHABILITATION CENTER

**SUBJECT: CERTIFICATION OF RECREATION  
THERAPY (RT) PERSONNEL**

**Policy No.: 220**  
**Revised: April 2022**  
**Supersedes: December 2019**  
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### **PURPOSE**

To ensure that all recreation therapists possess a current and valid certification.

### **POLICY**

All Recreation Therapists at Rancho Los Amigos National Rehabilitation Center (RLANRC) are Certified Therapeutic Recreation Specialists (CTRS) by the National Council for Therapeutic Recreation Certification (NCTRC).

### **PROCEDURE**

1. At time of their employment, all recreation therapists are required to submit the original of their current NCTRC certification documents to the Director or designee for photocopying and verification.
  - a. Thereafter, employees are responsible for submitting the original certification renewals to the Director or designee for photocopying and verification each time one is renewed and received. Copies of current certification are placed in the departmental personnel file and in Human Resources personnel files.
  - b. The RT supervisor will verify the existence of a valid certification at the time of the annual performance review, as well as at the time of the annual renewal date.
  - c. Monthly reports of the certification status of the department's employees are reviewed and maintained in the main OT/RT office.
2. New employees must have current Certified Therapeutic Recreation Specialists (CTRS) certification issued by the National Council for Therapeutic Recreation Certification (NCTRC)
3. State Certification: Though not required, recreation therapy staff is encouraged to obtain state certification by the California Board of Recreation and Park Certification. Verification of their certification is kept in their departmental personnel file.