

Application Check List for Professional Membership – Academic Track

Name: _____ Date: _____

Application Process

Applying for Professional Membership requires you to complete the online application, pay fees and submit required documents. Complete this Checklist electronically OR download, complete by hand and scan. You will find this Checklist in Appendix A of this Manual and the Application Section of ATRA's Website.

Regular mail and email are the only acceptable ways to send the required supporting documents to complete your application. Submissions sent by fax or courier will not be accepted.

Include with your checklist

1. Completed Checklist

- Include this completed checklist so the *Membership Review Committee* know which documents will be sent separately.

2. Identification

- If your name on any document submitted with your application is different than the name under which you are applying, you must also include a photocopy of documentation to support the name change. An example of documentation is a government issued marriage certificate or Legal Change of Name Document.

3. Clinical Placement & Academic Preparation

- Entry A** applicants only: Practicum Placement Form(s)
- Entry A** applicants only: Official transcripts from the college(s) or university(s) to confirm your educational course content.

4. Third Party verification

- Entry B** applicants only: ATRA will directly verify your current certification with NCTRC. You will be notified if additional supportive documentation is necessary.

Send email to: application@alberta-tr.ca	Send by mail to: Alberta Therapeutic Recreation Association ATTN: Application P.O. Box 19531, Cranston PO Calgary, Alberta T3M 0V4
ATRA's Membership Review Committee approves all applications for Professional Membership. The Committee meets once per month to review all completed applications. Incomplete applications will not be reviewed until all of the required information, documents and fees are received. Once membership is approved, it will generally be processed within 7 - 10 business days of the committee meeting. If there are any issues with the membership, the Membership Review Committee will contact the applicant for further information.	