



## Member Application Instruction Manual

*Alumni Membership, 2023*

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## Introduction

This Application Instruction Manual pertains to the alumni membership category. If you intend to apply for a different membership category, please close this document and select the application manual specific to your category. For membership category definitions, please visit the ATRA website page on Membership & Renewals: <https://www.alberta-tr.ca/membership-applications-and-renewals/select-your-membership-category/>.

## Disclaimer

Membership applications in any membership category may be deferred, refused, or conditions imposed if the renewal applicant does not meet membership criteria.

## ATRA's Protection of Personal Information Statement

### Protection of Personal Information

ATRA collects information from members to perform the business of ATRA. This includes determining eligibility for membership registration and maintaining the membership register. The information is also used to support activities that further the mission of the association and workforce planning.

Contact: [executivedirector@alberta-tr.ca](mailto:executivedirector@alberta-tr.ca)

## Contact ATRA

If after reading this Application Instruction Manual you have additional questions or concerns, send an email to [executivedirector@alberta-tr.ca](mailto:executivedirector@alberta-tr.ca).

## General Steps

### Applicant's Declaration

Read and complete the online declaration carefully before checking the box.

- ☐ I declare that I clearly understand that providing false or misleading information on this application is considered unprofessional conduct and will result in my membership application being declined. I also understand that I will receive all correspondence from ATRA electronically.

### Membership Category

The first choice you will make in the online membership application process is to select the membership category. Please select the **Alumni Member** option. You will be automatically directed to the appropriate online application section following your selection.

#### Member Category Options:

- ☐ Professional
- ☐ Supporting
- ☐ Student
- ☐ **Alumni**

### CTRA Membership (optional)

Membership with the national professional association provides a national perspective on the therapeutic recreation profession. Member benefits include low-cost to no-cost professional development events, communities of practice, and the opportunity to influence the development of the profession with voting rights and the opportunity to run for a director position

ATRA will remit fees on your behalf, and you will receive a separate membership package directly from CTRA.

#### Reduced CTRA Rates with ATRA Membership:

CTRA Supporting (equivalent to ATRA Alumni) Member Annual Fee:      \$100.00

## Communities of Practice (CoP)

CoPs are groups of individuals who share a concern or passion for a subject and interact with one another on an ongoing basis to expand their knowledge and develop their expertise. Select one or several communities of practice that you have an interest in. ATRA uses this information to connect therapists, assistants, educators, and researchers into communities of practice. ATRA recommends members join in CTRA's efforts at establishing Communities of Practice across Canada.

### Indirect Client Service

**Administration/Manager:** primary focus of activities is on management of services, or the development of policy and/or programs.

**Client Caseload Management:** primary focus of activities is the management of client services across the health care continuum, specifically the coordination of multiple services as required for client care.

**Professional Practice Lead:** a leadership role that provides professional practice expertise and promotes practice excellence.

**Education:** focus of activities is directed at providing post-secondary teaching to individuals registered in formal education programs.

**Research:** the focus of activities is on knowledge development and dissemination of research.

### Direct Client Service

**Children and Youth:** services provided to clients from birth to age seventeen.

**Developmental Disabilities:** services to individuals with mental or physical impairments originating prior to the age of 18 and lasting throughout their lifespan.

**General Physical Health:** services provided to clients with a variety of general physical health issues.

**Geriatric:** services provided to elderly clients.

**Mental Health & Addictions:** services provided to clients with a variety of mental health and addiction challenges.

**Rehabilitation - Cardiovascular and Respiratory:** services provided to clients with a variety of cardiovascular and / or respiratory health issues.

**Rehabilitation - Digestive/Metabolic/Endocrine:** service provided to clients with e.g., diabetes, obesity, etc.

**Rehabilitation - Musculoskeletal:** services provided to clients with a variety of musculoskeletal health issues.

**Rehabilitation - Neurological:** services provided to clients with a variety of neurological health issues, e.g., brain injury, spinal cord injury, stroke.

**Palliative Care:** services provided to clients with the aim of relieving suffering and improving the quality of life for persons who are living with or dying from advanced illness or who are bereaved.

**Other:** area of practice not identified.

## Personal Information

**Name:** Your membership record must contain your full legal name. Enter your full legal name exactly as it appears on your government-issued identification.

**Gender:** Indicate your self-identified gender by selecting your choice of those provided in the dropdown list. ATRA uses this information to provide statistics to Alberta Labour without disclosing personal information.

**Date of Birth:** Enter your date of birth using the format of month/day/year. ATRA uses this information to provide statistics to Alberta Labour without disclosing personal information.

**Contact Information:** Provide your current telephone number(s), primary email secondary email, and residential address so we may contact you regarding your application and membership services. If this information changes after your application is processed, you must make these changes in your *My ATRA Account*.

## Employment Information (as applicable)

Information on employment status, employer, facility, and area of practice are collected by ATRA to assist with workforce planning purposes and to facilitate professional networking. Please do not submit information on positions for which you are not provided with compensation, such as volunteer positions.

### Employment Status in the Field of Recreation Therapy

Indicate only one employment category for each employment.

**Permanent Full Time** is one who works more than thirty-six (36) hours per week with regularly scheduled shifts of a continuing nature.

**Permanent Part Time** is one who works less than thirty-six hours per week with scheduled shifts of a continuing nature.

**Temporary** is one who is hired on a temporary basis for a full-time or part-time position:  
(a) For a specific job of more than three (3) months and less than twelve (12) months; or  
(b) To replace a full-time or part-time employee who is on a leave due to illness or injury where the employee on leave has indicated to the employer that the duration of such leave will be in excess of three (3) months.

**Casual** is one who works to provide service in the absence of another employee or to provide additional support.

**Self Employed** is one who works more than thirty-six (36) hours per week independently without anyone overseeing his or her activities and provides their own workspace.

**Unemployed** employment in the field of recreation therapy is currently not a requirement for alumni membership.

Note: If at any time throughout the year your employment status changes after your membership has been processed, change this information on your *My ATRA Account*.

### Primary Employer Information

ATRA recognizes that members may have more than one position in the field of recreation therapy and accommodates up to three employment situations.

Primary employment refers to the job with the greatest number of hours worked either with an employer or in a self-employment arrangement. If applicable, complete the required information in the same manner on your secondary and third employment.

### Employer/Facility

Employer: e.g., Alberta Health Services, Lifestyle Options, etc.

Employment Facility: List the name of the facility where you primarily work, e.g., Cypress View LTC. If your employment requires you to provide service in a number of facilities, record the facility that is considered your *home base*.

## Employment Position

Select the job title that best describes your position.

**Administration/Manager:** major role is management.

**Client Caseload Management:** the primary focus of activities is the management of client services across the health care continuum, specifically the coordination of multiple services as required for client care.

**Professional Practice Lead:** a leadership role that provides professional practice expertise and promotes practice excellence.

**Educator:** major role is as an educator for students enrolled on a therapeutic recreation program or course.

**Recreation Therapist:** primary role is the direct service provision of recreation therapy services as defined by ATRA's Standards of Practice and [Competency Profile](#).

**Recreation Therapy Assistant:** primary role is the direct service provision of recreation therapy services under the direct supervision of a recreation therapist (Helgeson, Suntjens & Cyr, 2021).

**Researcher:** major role is in knowledge development and dissemination of research.

## Employment Agency

Select the agency that best describes the organization where you work a majority of the time.

**Acute Care Hospital:** a health care facility that offers a range of inpatient and outpatient health care services (e.g., medical, surgical, psychiatry, etc.) available to the target population.

**Association/Government:** an organization or government that deals with regulation, advocacy, policy development, program development, research and/or the protection of the public at a national, provincial/territorial regional or municipal level.

**Community Recreation/Leisure Service Provider:** a municipality that offers recreation therapy services as defined by ATRA's Standards of Practice and [Competency Profile](#).

**Day Program:** a therapeutic recreation program of activities offered in a community setting designed to promote well-being through social and health-related services for adults and respite services for caregivers (CCADS, 2017).

**Home Care:** publicly funded personal and health care services including recreation therapy for clients of all ages living in a private residence or other residential settings (AHS, 2017).

**Mental Health Hospital/Facility:** health care facility that has as its primary focus the post-acute, inpatient and / or outpatient care of individuals with mental health issues and illness.

**Owner/Operator Professional Practice:** a community-based professional practice/business organized around the delivery of recreation therapy services by a single professional. Support staff may be involved; however, the health professional is the focus of service provision.

**Post Secondary Education Institution:** a post-secondary institution either a university or a college with a primary focus on the delivery of formal education.

**Public Health Centre:** a community-based organization that may be the first point of contact for clients, offering a range of primary health, social and/or other non-institutional based services, including recreation therapy, i.e., Primary Care Network.

**Rehabilitation Hospital/Clinic:** health care facility that has as its primary focus the acute or post-acute, inpatient and outpatient rehabilitation of individuals.

**Residential Care Facility:** refers to a licensed or regulated health facility that provides 24-hour skilled or immediate nursing care (that is, qualified nurses are on-site and available to respond immediately if required). Includes long-term care facilities, nursing homes, special care homes, homes for the aged.

**Supportive Living Residence:** a non-institutional or institutional community setting that integrates a shared living environment with varying degrees of supportive services of the following types: supervision, housekeeping, personal care, meal service, transportation social and recreation opportunities.

**Other:** employment type not otherwise described. Please specify.

## Employment Practice Area

### Indirect Client Service

**Administration/Manager:** primary focus of activities is on management of services, or the development of policy and/or programs.

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**Other:** area of practice not identified. Specify.

## Employment Related Affiliations

ATRA collects this information to identify which affiliations or additional credentials add value to client service delivery. This information will inform post-secondary educational institutions providing therapeutic recreation programs and our Continuing Competence Program of membership competence needs.

Select the associations, societies, or organizations that you are currently affiliated with that support your recreation therapy practice.

- ☐ Alberta Association on Gerontology
- ☐ Alberta Fitness Leadership Certification Association
- ☐ Canadian Centre on Activity and Aging
- ☐ Canadian Society for Exercise Physiology
- ☐ List other affiliations not identified. If more than one is to be listed, separate with a comma.

## Membership Fees

You must pay the application fee to begin the application process. ATRA accepts online payment options with your Visa, Mastercard or PayPal account. If you cancel your application or your application is not accepted, your application fee will be refunded.

### Fee Schedule

Applicants for the alumni membership category can apply for membership at anytime throughout the membership year of April 1 – March 31 with full payment. Prorated fees do not apply to this membership category. You will receive notice to renew your annual membership fee at least a month prior to the annual date by March 31.

**Annual Alumni Membership Fee:** \$50.00 + GST

## What to Expect After You Transition to Alumni Membership

### Letter of Welcome

This letter contains information on how to sign into the Member Section of the ATRA website and access your membership certificate and payment receipt. Links to pertinent guiding documents are provided for your convenience.

### Alumni Membership Verification

Verifying your alumni membership with ATRA may be required for employment, income tax, or other purposes.

ATRA offers several options to assist you with these requests.

1. Sign into your *My ATRA Account* in the Member Section of the website and download your membership certificate and receipt as needed.
2. Direct those requesting verification to search for your name on ATRA's Alumni Member Verification webpage. You will find this located in the [Member Verification](#) section of the ATRA website.
3. Send a request for assistance to: [support@alberta-tr.ca](mailto:support@alberta-tr.ca).

### Volunteer Opportunities

The experience and wisdom gained over the course of your career is of value to your professional association. Please consider volunteering on ATRA's committees. Send an email to [atra@alberta-tr.ca](mailto:atra@alberta-tr.ca).

### Membership Renewal

ATRA requires all members to renew their membership once a year every year. ATRA's membership year is April 1 of each year and extends to March 31 of the following year. In February of each year, you will receive notice to renew your *annual membership fees* at a cost of \$50.00 + GST.

## Continuing Competence Program

Participation in ATRA's Continuing Competence Program is not the responsibility of ATRA alumni members.

## References

- Alberta Health Services. (2017). *What is Home Care?* Retrieved from AHS website: <https://www.albertahealthservices.ca/cc/page15488.aspx>
- Canadian Coalition of Adult Day Services. (2017). *What is a Day Program.* Retrieved from the CCADS website <http://ccadsonline.ca/>
- Helgason, E., Suntjens, B. and Cyr, C. (2016). *Guidelines for the assignment of therapeutic recreation services to assistants and aids.* Third edition. Calgary Alberta: Alberta Therapeutic Recreation Association.