



# Supporting Member Renewal Instruction Manual

2023 Edition

## Table of Contents

<b>Introduction</b>	<b>1</b>
<b>Disclaimer</b>	<b>1</b>
<b>ATRA's Protection of Personal Information Statement</b>	<b>1</b>
<b>Contact ATRA</b>	<b>1</b>
<b>General Information</b>	<b>2</b>
Renewal Dates	2
Getting Ready	2
Seeking Lapsed & Non-Members	3
Providing Notice of Membership Change or Withdrawal	3
<b>Step 1: Your Membership Information</b>	<b>4</b>
Communities of Practice	4
<b>Step 2: Updating Your Contact Information</b>	<b>5</b>
<b>Step 3: Employment Information</b>	<b>5</b>
Employment Status in the Field of Recreation Therapy	5
Primary Employer Information	6
Employer/Facility	6
Employment Position	6
Employment Agency	6
Employment Practice Area	7
<b>Step 4: National &amp; International Membership</b>	<b>8</b>
CTRA Membership Renewal Option	8
<b>Step 5: Continuing Competence Program</b>	<b>8</b>
<b>Step 6: Summary of Membership Information</b>	<b>9</b>
<b>Step 7: Payment Information</b>	<b>9</b>
<b>Membership Rates &amp; Late Renewal Fees</b>	<b>10</b>
<b>References</b>	<b>11</b>

## Introduction

This Renewal Instruction Manual pertains to the supporting membership category. If you intend to renew in 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 renewals 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 Renewal Instruction Manual you have additional questions or concerns, send an email to [executivedirector@alberta-tr.ca](mailto:executivedirector@alberta-tr.ca).

## General Information

### Renewal Dates

Your 2023 membership renewal fee covers the full year of ATRA membership benefits and service from April 1, 2023 to March 31, 2024. ATRA's prorated fee schedule does not apply to membership renewals.

Late payment fees are applied to membership fees that are not renewed by March 31, 2023. Supporting membership renewals requires the completion of the online membership renewal form and payment of membership and late fees (if required).

### Getting Ready

1. **LOG IN to Renew:** You will need to log into the Members Section of the ATRA website: [www.alberta-tr.ca](http://www.alberta-tr.ca).

a. **Log in Hints:** Your username is the one you provided ATRA with your application or most recent renewal. The way you type in your username is important. The format is "firstname.surname" all in lower case. Example: jane.brown.

b. Your **password** is your ATRA membership number. Example: 16-1234. Please check your most recent ATRA Membership certificate to retrieve your membership number.

2. If you are having difficulty logging into the Member Section, please contact [support@alberta-tr.ca](mailto:support@alberta-tr.ca). We are happy to assist you and will resolve the issue for you.

3. Have your payment ready to pay your membership fees in full. ATRA accepts online payment options with your Visa, Mastercard or PayPal account.

4. Be prepared to update information your personal information if applicable.

## Seeking Lapsed & Non-Members

Membership with ATRA is important to practitioners, employers, clients, and the professional association.

If a colleague has not received a membership renewal notice, please have them contact [support@alberta-tr.ca](mailto:support@alberta-tr.ca) to verify their membership and update their contact information.

## Providing Notice of Membership Change or Withdrawal

Help us keep our records up to date by letting us know if you will be changing your membership category prior to renewal or withdrawing your membership from ATRA. Please contact [support@alberta-tr.ca](mailto:support@alberta-tr.ca).

If you are changing your membership category, we thank you for your ongoing commitment to recreation therapy. If you are withdrawing your membership from ATRA, we would like to take this opportunity to thank you for your support to the association and your commitment to the profession.

## Step 1: Your Membership Information

### Communities of Practice

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 that members join in CTRA's efforts at establishing Communities of Practice across Canada.

### Indirect Client Service

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

**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.

**Education:** the 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. Please specify.

## Step 2: Updating Your Contact Information

Provide your current legal name, telephone number(s), email, and residential address, so we may contact you regarding your renewal application and provide ongoing membership services. If this information changes before, during or after your application is processed, please make changes in your *My ATRA Account* or email [support@alberta-tr.ca](mailto:support@alberta-tr.ca).

## Step 3: Employment Information

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.

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

### Employment Status in the Field of Recreation Therapy

Indicate only one employment category for each employment. Please do not include employment in other industries that are not recreation therapy.

**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 (36) 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 to replace a full-time or part-time employee who is on a leave, e.g., parental leave, injury, or illness; 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 independently without anyone overseeing his or her activities and provides their own workspace.

**Unemployed:** select this category if you are not employed in recreation therapy. Employment in the field of recreation therapy is not a requirement for ATRA supporting membership.

## Primary Employer Information

ATRA recognizes that members may have more than one position in the field of recreation therapy and your *My ATRA Account* will accommodate 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.

**Employment Facility:** List the name of the facility where you work primarily 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 in a therapeutic recreation program or course.

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

**Recreation Therapy Assistant:** primary role is the direct service provision of recreation therapy services under the direct supervision of a recreation therapist (Helgason, Suntjens & Cyr, 2016).

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

## Employment Agency

Select the agency that best describes the organization where you work the 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. Specify.

## Employment Practice Area

Select the practice areas that best describe the type of service that you provide a majority of the time.

### Indirect Client Service

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

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

### Direct Client Service

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**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. Specify.

## Step 4: National & International Membership

### CTRA Membership Renewal Option

ATRA participates in a formal Membership Agreement with CTRA. Benefits of CTRA membership include access to virtual professional development webinars, reduced conference rates, professional advocacy, professional insurance, access to professional resources, and membership fee reductions. *This agreement entitles supporting members of ATRA to a 50% reduction in CTRA membership fees.*

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

### Reduced Rates on CTRA's 2023 Membership Fees!

CTRA Supporting Member Annual Fee: \$100.00 + GST

## Step 5: Continuing Competence Program

Continuing competence is not a requirement for ATRA supporting membership.

## Step 6: Summary of Membership Information

This allows you to double-check that all the information required for your membership is correct. If you note any errors or omissions, hit the back button to return you to the appropriate page where you will be able to make corrections. Return to this summary page and double-check that the information is correct.

## Step 7: Payment Information

ATRA's online payment system is secure. A secure connection is an encrypted (SSL) Internet connection that hides what you are doing from unauthorized people. An easy way to check if your connection is secure is by looking at the URL. ATRA's secure connection will begin like this: "https://" while an insecure connection will look like this: [HTTP://](http://). (No "s" after http = not secure).

## Membership Rates & Late Renewal Fees

Make sure your membership renewal payment is received on or before the due date of March 31, 2023. Additional costs will be incurred for late payments based on the following payment schedule.

Supporting membership renewed on or before the March 31, deadline = \$150.00 + GST (**No additional fees** if your membership was renewed in 2022).

1. Late Renewal of **0 – 30 days** after the March 31, deadline

= \$150.00 + GST + **\$25.00 late payment fee**

**Impact on your membership benefits:** You will retain access to your *My ATRA Account* and email correspondence, Long Service Recognition Program and ATRA and/or CTRA committee participation. All other member rights and responsibilities are suspended until renewed.

2. Late Renewal of **1 – 12 months** after the March 31, deadline

= \$150.00 + GST + **\$50.00 late payment fee**

**Impact on your membership benefits:** You will retain access to your *My ATRA Account*, email correspondence, Long Service Recognition Program and ATRA and/or CTRA committee participation. All other member rights and responsibilities are suspended until renewed.

3. Late Renewal of **13 – 24 months** after the March 31, deadline

= \$150.00 + GST + **\$75.00 late payment fee**

**Impact on your membership benefits:** You will retain access to your *My ATRA Account*, email correspondence, Long Service Recognition Program and ATRA and/or CTRA committee participation. All other member rights and responsibilities are suspended until renewed.

4. Late Renewal of **25 – 36 months** after the March 31, deadline

(If your membership was not renewed in 2022 or 2021, but was current in 2020)

= \$150.00 + GST + **\$100.00 late payment fee**

**Impact on your membership benefits:** You will retain access to your *My ATRA Account*. Long Service Recognition Program starts in Year 1. All other member rights and responsibilities are suspended until renewed.

5. Late Renewal of **3 years or more** after the March 31, 2023 deadline (If your membership was not renewed in 2022, 2021 or 2020) your return to a current ATRA supporting membership will take a different route. Please refer to the ATRA website and follow the instructions for:

**Pathway 4 Return to Practice Track** <https://www.alberta-tr.ca/membership-applications-and-renewals/select-your-membership-category/pathways-to-professional-membership/>.

## 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.