

Recreation Activity Resources Therapeutic Recreation Enrollment Policies

Student Requirements: (ONLINE)

- The student must have a valid e-mail address.
- The student must have access to a computer with internet capabilities and a fax machine.
- The student must have a valid phone number and mailing address.
- The student must have a High School or GED and be able to write and speak English.
- The student must have a basic knowledge of computers is required. (i.e. navigation, sending and receiving e-mails, uploading files and saving documents.)

Student Requirements: (HOMESTUDY)

- The student must have a valid phone number, mailing address and a valid e-mail address.
- The student must have a High School Diploma or GED and be able to write and speak English.

Dropping a Course:

- The student has 3 days from the course start date to drop the course. The full amount paid, minus a \$100.00 Service Fee will be refunded to the student.
- Any cancellations placed after the 3-day grace period will not be eligible for any refund, you may forfeit the amount or use the payment as a credit(s) towards another course.

Payment Plan:

- To pay by credit card, visit www.raronline.org and click on the "course button" you are interested in.
- If you decide to take advantage of the payment plan, please include the Payment Plan Contract.
- The Payment Plan installments are due in 2 payments
 - 1st payment due prior to the course start date
 - Final payment due by **Week 12** of the course
 - If you register for **BOTH** classes. Please contact us to discuss the payment plan option.
- The **Service Fee** for the **Payment Plan is \$100**, payable by **Week 12** of the course.
 - If a student does not pay on time, an **additional charge of \$100** will be applied.
- If the entire course cost is not paid in full within **30 days** of the course ending, the course will become null and void and the student must retake the course to receive credit.

Certification of Completion

- Upon completion of this course the student will receive a Certificate of Completion.
- The student must fulfill the requirements as set up by the governing body of CTRAC
- The student will receive their certificate of completion in the mail 4-6 weeks after completion of the course.
- After receiving your certificate of completion; the student is responsible for providing CTRAC a copy of this document...

Military Discount:

- Receive \$50 off with your military ID.

Copy of Certificate:

- A \$25 fee will be applied for an additional copy of your "Certificate of Completion."

Transfer Process

- Course Transfer-A student is able to transfer to a different course up to two times Student's account must be paid in full in order to be eligible for a transfer. The transfer fee is \$175.00 per transfer (unless the student choose to transfer within 3 days of the course start date in which case there is no penalty).
- Should the student wish to transfer beyond the allowed two times, all previous payments will be forfeited and the student must retake the course to receive credit.

Recreation Activity Resources

P.O. Box 682664
Houston, Texas 77268



Recreation Activity Resources Therapeutic Recreation Enrollment Form

*Please fill out this form, print, sign the bottom, and mail into Recreation Activity Resources P.O. Box 682664 or fax this page to 1-800-861-3078. Please allow 48 hours for your information to be received by the instructor. You will be contacted at the number or email provided below to setup enrollment payment and a Student ID.

PERSONAL INFORMATION			
Last Name:		First:	
M:	Date of Birth:		
Student Address:			City/State/Zip:
Student Telephone:	Fax:	Student E-Mail (if available)	
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Course ID:	
EMPLOYMENT INFORMATION			
Are you currently employed: <u> </u> yes <u> </u> no		If yes, where?	
Employer Address:		City/State/Zip	
Hours Worked Per Week?			
EDUCATION		ADDITIONAL ACTIVITY TRAINING/OR CERTIFICATIONS (include copy of certificate(s))	
<input type="checkbox"/> High School Diploma or GED Date Granted: _____ <input type="checkbox"/> Some College # of credits received: _____ <input type="checkbox"/> Associates Degree <input type="checkbox"/> Bachelors Degree <input type="checkbox"/> Graduate School Please include any High School or College transcripts and proof of degree(s)	<input type="checkbox"/> Completed a State approved course <input type="checkbox"/> CTRAC o AD/TXC <input type="checkbox"/> NCCAP o Activity Assistant Certified (AAC) o Activity Director Provisionally Certified (ADPC) o Activity Director Certified (ADC) or o Activity Consultant Certified (ACC) <input type="checkbox"/> Other: _____		
APPLICATION CHECKLIST			
<input type="checkbox"/> Application is filled out completely <input type="checkbox"/> Proof of High School Diploma or GED <input type="checkbox"/> Proof of college credits or degree, if any <input type="checkbox"/> Copies of certifications, if any <input type="checkbox"/> I have signed the Acknowledgement below <input type="checkbox"/> Payment of course fee (check or money order made payable to: Recreation Activity Resources or online payment: raronline.org/classroom)			

ACKNOWLEDGEMENT

(Initial) _____ I have read the enrollment packet and agree to the **Syllabus Requirements**.

By signing below, I certify that all information above is true. I understand that by signing this enrollment form, I am committing to completing all scheduled coursework. I understand that successful completion of this course does not guarantee certification through CTRAC, and that I must meet additional standards in order to apply for certification.

STUDENT SIGNATURE: 	DATE: / /
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Recreation Activity Resources Therapeutic Recreation PAYMENT PLAN CONTRACT

Student Information

Student Name: _____

Student Address: _____

City/State/Zip: _____

Student Telephone: _____ **Fax:** _____

Student E-Mail (Main source of communication with your instructor): _____

____ Therapeutic Recreation I Course-Introduction To Therapeutic Recreation

____ Therapeutic Recreation II Course-Therapeutic Recreation Program Planning

____ **Home Study** or ____ **Online** **Course Start Date:** _____

This payment plan and the acceptance of it, as provided herein, shall constitute a contract made in, and to be governed in all respects by the laws of the state of Texas.

Payment Plan: If you decide to take advantage of the payment plan, please inform the instructor of this decision. The Payment Plan consists of the following

- The Therapeutic Recreation Courses: are due in 2 installments
 - 1st payment due prior to the course start date
 - Final payment due by Week 12 of the course
 - If you register for **BOTH** classes. Please contact us to discuss the payment plan option.

The Service Fee for the Payment Plan is \$100.00, **payable by week 12 of the course.** If a student does not pay on time, an additional charge of \$100.00 **will be applied.**

I, the undersigned member, agree to make payments on the specified dates and the agreed amounts stated on the payment schedule below to Recreation Activity Resources. If the entire course cost is not paid in full within 30 days of the course completion, I understand this course will be considered null and void and I will be required to repeat the course to receive credit.

Total amount owed (beginning balance).....\$_____

Payment Date	Payment Amount	Balance
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		
____/____/____		

Student Signature _____ **Date:** ____/____/____

Responsible Party of Facility Signature: _____ **Date:** ____/____/____

To pay by credit card, visit www.raronline.org
Or send check or money order payable to:
Recreation Activity Resources
P.O. Bx 682664
Houston, Texas 77268

Recreation Activity Resources
Direct Telephone: 832-341-3723
Fax Telephone: 1-800-861-3078
rarinstructors@yahoo.com

Recreation Activity Resources

P.O. Box 682664
Houston, Texas 77268



Recreation Activity Resources Therapeutic Recreation Purchase Order Form

****Please include this form with any payment made by check or money order, so payment can be applied to the proper account.**

Please fill out the registration form below. The instructor will contact you.

It is important that you fill out this form as completely as possible. Correct contact information is critical so the instructor can respond to your request.

FACILITY INFORMATION		
Facility Name:	Facility Address:	
Facility Address:		
STUDENT INFORMATION		
First Name:	Last Name:	
Street Address:	City/State/Zip	
Student Telephone:	Evening Telephone:	
Fax Telephone (if available)	Student E-Mail:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date: / /	
Choose Course	Therapeutic Recreation Courses -ONLINE	Price
<input type="checkbox"/>	Therapeutic Recreation I-Introduction To Therapeutic Recreation	\$400.00
<input type="checkbox"/>	Therapeutic Recreation II-Therapeutic Recreation Program Design	\$400.00
<input type="checkbox"/>	Therapeutic Recreation I & II-Introduction To TR and TR Program Design	\$700.00
Choose Course	Therapeutic Recreation Courses -HOME STUDY	Price
<input type="checkbox"/>	Therapeutic Recreation I-Introduction To Therapeutic Recreation	\$450.00
<input type="checkbox"/>	Therapeutic Recreation II-Therapeutic Recreation Program Design	\$450.00
<input type="checkbox"/>	Therapeutic Recreation I & II-Introduction To TR and TR Program Design	\$800.00
Total		

In the event that you decide to cancel your registration, please do so within 3 days after the scheduled start date of the course. If you do so within 3 days after the start date, a full refund will be issued, minus a \$100.00 processing and registration fee. Cancellations received after that time will not be eligible for any refund. You may forfeit the amount or use the payment as a credit(s) towards another course.

If the student transfer from one course to another at any time during the course after the grace period, he/she must pay a \$175.00. There are absolutely no exceptions. If you do not complete this course, you are still accountable for the course fee. All of your assignments must be created by you and completely original. Plagiarism will not be tolerated and will be grounds for dismissal from the course without a refund. By signing below, I am stating that I understand and agree to all the information I have communicated in this form and is accurate and true to the best of my knowledge.

This purchase order and the acceptance of it, as provided herein, shall constitute a contract made in, and to be governed in all respects by the laws of the State of Texas.

Student Signature _____

Date: ____/____/____

Responsible Party of
Facility Signature: _____

Date: ____/____/____

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Or send check or money order payable to:

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Recreation Activity Resources Therapeutic Recreation Course Syllabus

Course Program Category

- **Therapeutic Recreation I (Introduction to Therapeutic Recreation)**
- **Therapeutic Recreation II (Therapeutic Recreation Program Planning)**

Brief Overview: Each course are each 16 weeks long with instructor Dorothea Brewer. The student will be responsible for submitting their assignment in the following order

- **Online Course:** Assignments are submitted every other week via on the course line.
- **Home Study Course:** Assignments are submitted every three weeks via snail mail.

Turning in assignments utilizing these schedules will allow the student time management while balancing their work, family and class. All students will have access to fellow classmates and instructors in the course through a classroom forum. Each class will have non-mandatory scheduled live chats available to them to meet with the other students.

Required Textbook:

Therapeutic Recreation I (Introduction to Therapeutic Recreation)

- **Marcia Jean Carter, Glen E. Van Andel and Gary M. Robb (2011) Therapeutic Recreation: A Practical Approach 4th Ed. Prospect Heights. III. Waveland Press, Inc.**

Therapeutic Recreation II (Therapeutic Recreation Program Design)

- **John Shank and Catherine Coyle (2002) Therapeutic Recreation in Health Promotion and Rehabilitation State College PA. Venture Publishing, Inc.**

- You will need the required textbooks listed in the syllabus
- It is the student's responsibility to find and order these book by the second week of class

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Recreation Activity Resources Therapeutic Recreation Instructor's Profile

Instructor:

Dorothea E. Brewer MA, TRS/TXC, CTRS, CLP, ACC: Dorothea has over 32 years experience as a practitioner in the field of Therapeutic Recreation. She has extensive knowledge in the field of Rehabilitation, Psychiatry, Community, Long Term Care and Special Population.

She has taught the Basic and Advance Activity Directors courses at Houston Community College, Lamar University, North Harris College, Victoria College, independently and currently teaches courses for Nova Southeastern University/Alvin Community College. Dorothea has also taught the Introduction to Therapeutic Recreation as well as Therapeutic Recreation Program Planning courses. She is a Certified Activity Consultant and instructor for National Certification Council of Activity Professional (NCCAP) and Consortium of Therapeutic Recreation/Activities Certification (CTRAC). She is an instructor for our online Modular Education Program for Activity Professionals (MEPAP) courses as well as our online and home study CTRAC Certification Courses for Activity Professionals (Texas residents only).

Dorothea is a past board member of the National Therapeutic Recreation Society, past President of the Therapeutic Recreation Branch of the Texas Park and Recreation Society and has been program chair for the Therapeutic Recreation Branch tract during the Texas Recreation and Park Annual Institute numerous times. She is a past and current Board member of CTRAC (Consortium of Therapeutic Recreation/Activities Certification Inc.)