



# CBRTC Examination Flowchart

**Important deadlines:**  
**Spring Examination: June 15<sup>th</sup>**  
**Fall Examination: February 15<sup>th</sup>**

Obtain a bachelor's or master's degree in recreation therapy or recreation with a recreation therapy concentration AND complete 600 internship hours or 1,000 voluntary/paid hours.

Complete the CBRTC Recreation Therapist Examination application & review the CBRTC Exam Application checklist to ensure all items are completed. Mail or email the completed application.

The CBRTC Executive Assistant will confirm the application has been received. A RRC Committee member will review your application and approve/deny your application within 7 business days.

**Approved:**  
Yay, you have been officially approved to sit for the examination

**Denied:**  
Please review the committee member's comments & resubmit.

The CBRTC Exec. Assist will contact you with an approval letter.  
You may now purchase the CBRTC Study guide.

By the Spring/ Fall application deadline, you are asked to select which examination date/ location you would like to attend.

Your seat is finalized at your requested location. You are now invited to our Zoom Study Sessions.

**Week of examination:**  
You are notified with a reminder of the exam location/ date/ time.  
You now have your proctor's contact information, who may be contacted on the day of the exam.

**After examination:**  
You will be notified of your results within 15 business days.

**Passed:**  
Congratulations! You will receive a hard copy and a digital copy of your certificate. You may now practice recreation therapy with honor. Please take note of your expiration date and begin thinking about CEU courses for your renewal.

**Failed:**  
No need to worry! You may take up to 3 attempts to pass the exam. The second attempt is free. Our CBRTC Exec. Assist will reach out to you with re-take steps.