Credentialing Committee Chair

Committee consists of:

- One person to make sure educational requirements are met
- One person to verify that renewal documents are submitted when needed
- Committee Chair

The Role of the Chair:

- Oversees all activities of the committee
- Keeps up to date with requirements of other bodies that also register play therapists
- Have custody of the common seal of the association
- Holds meetings as needed to discuss changes in requirements for registration as the requirements of APT and CAPT change
- Receives applications for registration as BCRPT, BCRPT-S and for status as a BCPTA Approved Provider
- Reviews all applications for BCRPT, BCRPT-S and Approved Provider to make sure application is complete
- Reads essays and evaluates that essays answer the requirements
- Forwards educational documents and continuing education certificates to committee member who will check to make sure requirements are met for BCRPT and BCRPT-S requirements are met
- Contacts applicant with feedback or with congratulations of acceptance
- Forward pertinent information to Administrative Coordinator for them to invoice applicant
- After receiving confirmation of receipt of payment from Admin, prepares certificates and mails them out to the successful applicants
- Receives confirmation of satisfactory completion of requirements for renewal (separate member takes care of renewals)
- Keeps records of registered members and all data pertaining to credentialing
- Communicates with members and non-members when changes to credentialing are made
- Attends board meetings. Board meetings are in the evening and there are approximately 4-6 meetings from September – June
- Prepares reports on Credentialing Committee activities for board meetings

Time commitment: 2-3 hours per month plus meetings and your attendance at events would be appreciated (schedule permitting) in order to help out with some of the responsibilities of the day.