



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## **Credentialing Renewal Reviewer – Credentialing Committee Member**

### **Role During the Renewal Period (Approximately April – July):**

- Ensure BCPTA documentation is current/accurate for current renewal year.
- Send notifications to current year renewals.
- Provide any follow-up to inquiries.
- Review renewal documents and follow up as needed if any omissions or deficiencies were discovered in submissions.
- Track and document renewals.
- Provide renewal documentation to Certification Chair.
- Provide feedback on renewal process to ensure efficiency and integrity of process.

### **Role Throughout the Year:**

- Attend Certification Committee meetings on an as needed basis.
- If desired, attend Board member meetings in the evening (approximately 4-6 meetings from September - June)
- If needed, help to assess the applications of BCRPT, BCRPT-S, and Approved Provider applicants to make sure they meet the requirements for credentialing.

Time commitment: 1-5 hours per month plus meetings and attendance at events is preferred (if schedule permits)