



For internal use only
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Certified Trauma Responder (CTR) Re-Certification Application

Please print legibly or type your name as you would like it to appear on your CTR certificate.

Contact information: _____
First Middle Last

Membership number: _____ Certification number: _____

Preferred address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Website: _____

Preferred e-mail: _____

Additional e-mail: _____

Preferred phone: Mobile/Home/Business? _____

Additional phone #: _____
Mobile/Home/Business?

Application Instructions

- 1. Online directory information:** Part of your membership will include the opportunity to promote your area of expertise and your services. Would you like the information provided on the previous page included in the online Membership Directory on our ATSS website? Yes No *If "yes", please check the box next to the information on the previous page, that you would like included in the online directory.*
- 2. Current ATSS membership documentation.** Please attach a copy of payment receipt or Membership Letter. You may pay online at: www.atss.info/membership
- 3. Payment of Re-certification fee.** Please attach a copy of the payment receipt or Certification Letter. **\$175 Re-certification fee (non-refundable) or \$75 for seniors and students.** You may pay your certification fee online on our ATSS website (ATSS.info/certification) or by check. If paying by check, please include payment in US Funds only with the completed application and required documentation.

4. Copy of Current Resume (Limit to 8 pages maximum).

5. Training and Education Information.

If your certification expires within the next six months, submit 30 hours of continuing education in trauma-related training. If your certification expired within the last year, submit 30 hours of continuing education in trauma-related training plus an additional *5 hours for every 6 months past your re-certification date.*

- A minimum of 15 hours of attendance must be in continuing education. A certificate of attendance or letter verifying your attendance must accompany your re-certification application for review.
- Up to 10 hours of experience doing the work can be used as part of the 30 hour requirement. For example, a CISM Team Leader can verify that you have completed at least 10 hours of critical incident response work. A letter from your Team Leader/Coordinator/Board member must be included with this renewal application stating that you have completed at least 10 hours of response work.
- Ten (10) hours maximum of training presented by you may be applied toward the 30 hours. A letter or brochure regarding this training can verify ten hours of training
- If you have sponsored a colleague's certification from ATSS, 5 hours can be counted toward re-certification. Please include the name and address of those whom you have sponsored. Please list their name/s and dates sponsored. (Maximum of 15 hours).
- Articles written by you relating to traumatic stress services, response, and or treatment may be counted toward a maximum of 5 hours continuing education.

1. Name _____ Date _____ (5 hours)

2. Name _____ Date _____ (5 hours)

3. Name _____ Date _____ (5 hours)

Preparing Your Application

In order to expedite the review of our applications, we scan and e-mail the applications to our Certification Board. Please:

- **Do not make two-sided copies.**
- **Do not use paper clips or staples.**
- **Do not send us duplicates (extra copies) of your application.**
 - **Do not attach more than 8 pages of a resume or vitae.**
- **Do not attach any documentation that is not requested in the application.**
- **You may scan the entire document and send the entire document as an attachment to an e-mail. However, do not send us e-mails with each page as a separate attachment.**
- **Make sure your ATSS membership is current!**

Mail or scan your application with all documentation to:

Association of Traumatic Stress Specialists
5000 Old Buncombe Road ♦ Greenville, South Carolina ♦ 29617 ♦ USA
Attention : Jayne Crisp, CTS, ATSS Administrator
Phone: 864-294-4337 ♦ admin@atss.info