

# Student Internship Record



NCTRC | Student Internship

## Record of Field Placement

Agency Name \_\_\_\_\_

Telephone \_\_\_\_\_

Agency Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

CTRS Supervisor \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Supervisor's Certification No \_\_\_\_\_

Supervisor's Certification Expiration Date \_\_\_\_\_

First month/day/year of placement \_\_\_\_\_

Final month/day/year of placement \_\_\_\_\_

Total Weeks \_\_\_\_\_

X

Hours per week =

TOTAL HOURS \_\_\_\_\_

Type of Agency \_\_\_\_\_

Primary Population Served \_\_\_\_\_

### Keep these documents in this folder:

- Copy of Supervisor's CTRS Certification Card
- Copy of University / Agency Contract
- Copies of Mid-term and Final Evaluation
- Copy of the NCTRC Job Analysis Tasks and Knowledge Areas
- Copies of Internship Reports or Projects sent to the University

## Important NCTRC Information

Visit [www.NCTRC.org](http://www.NCTRC.org) or contact NCTRC to obtain a copy of the Certification Standards. The Certification Standards contain all of the information you need regarding certification, exam information, and application forms.

Contact:

**National Council  
for Therapeutic  
Recreation  
Certification**

[www.NCTRC.org](http://www.NCTRC.org)

7 Elmwood Drive  
New City, New York 10956  
Tel 845-639-1439  
Fax 845-639-1471  
email [nctrc@NCTRC.org](mailto:nctrc@NCTRC.org)

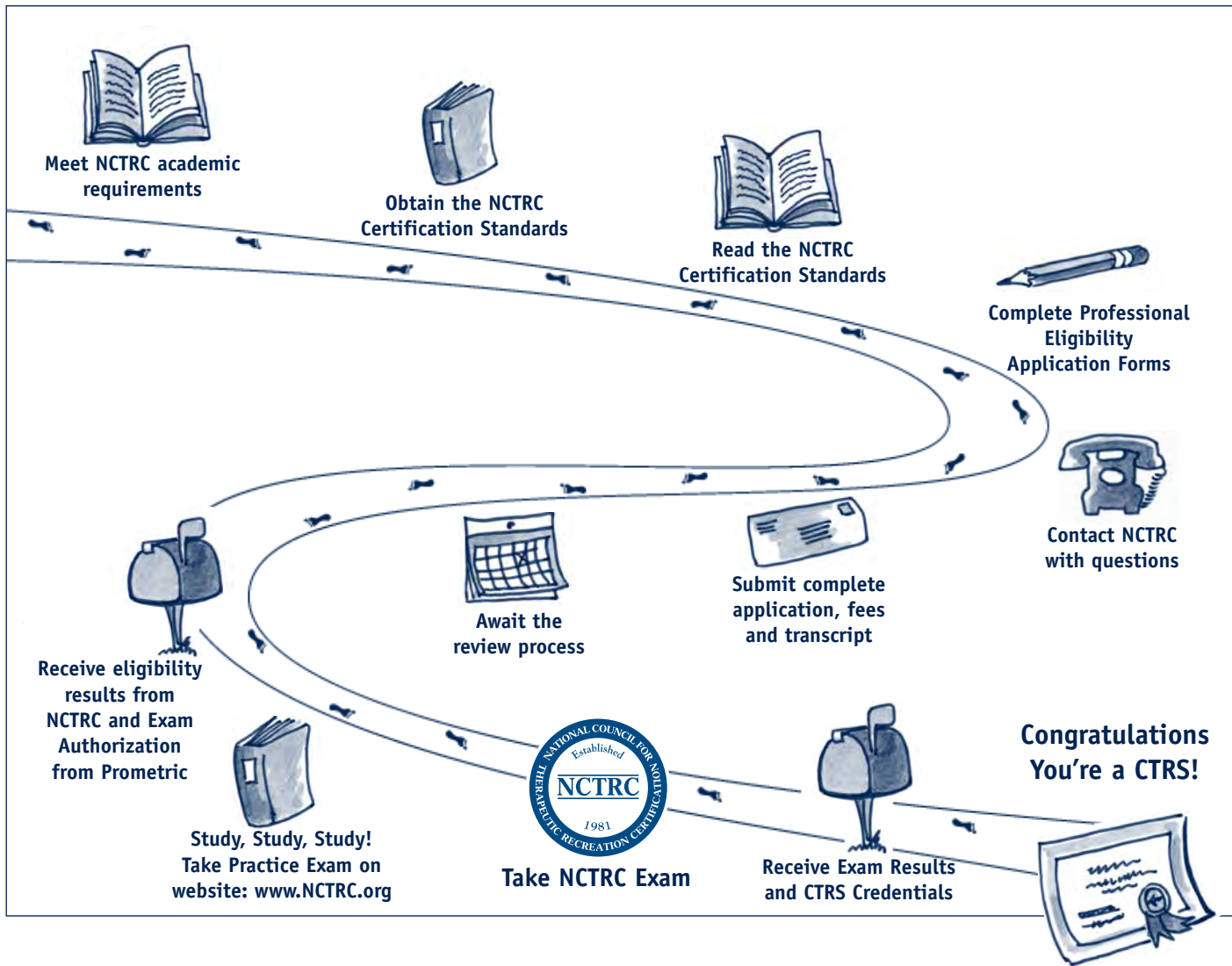
# NCTRC Job Analysis Task Domains

NCTRC Certification Standards require that candidates gain exposure to the components of the NCTRC Job Analysis Task Domains. While it is not mandatory that candidates be exposed to all the subcategories within each task area, each of the main task areas must be completed.

Task Domain	Date of Exposure	Task Domain	Date of Exposure
<b>A. Professional Roles and Responsibilities</b> 1. Establish/maintain therapeutic relationship 2. Create/maintain a safe/therapeutic environment 3. Maintain CTRS credential 4. Participate in in-service training/staff development 5. Maintain knowledge of current TR/RT standards 6. Enhance professional competence 7. Adhere to professional standards/code of ethics 8. Participate in quality improvement process 9. Participate in agency/professional committees	<input type="text"/>	<b>F. Documenting Intervention Services</b> 33. Record behavioral observations 34. Document occurrences relating to risk management 35. Document modalities for program effectiveness	<input type="text"/>
<b>B. Assessment</b> 10. Request/secure referrals 11. Obtain/review pertinent information 12. Select/develop assessment methods 13. Conduct assessments 14. Analyze/interpret results 15. Integrate/record/disseminate results	<input type="text"/>	<b>G. Working with Treatment and/or Service Teams</b> 36. Provide TR/RT information to team members 37. Communicate information regarding person served 38. Coordinate/integrate intervention plan 39. Develop/provide collaborative services	<input type="text"/>
<b>C. Planning Interventions and/or Programs</b> 16. Discuss results of assessment 17. Develop/document individualized intervention plan 18. Develop/select interventions/approaches 19. Develop/select protocols 20. Utilize activity/task analysis 21. Select modifications/assistive technology	<input type="text"/>	<b>H. Organizing Programs</b> 40. Maintain equipment/supply inventory 41. Plan/coordinate support services 42. Maintain program budget/expense records 43. Develop/distribute schedules	<input type="text"/>
<b>D. Implementing Interventions and/or Programs</b> 22. Explain purpose/outcomes of the intervention 23. Implement individual/group sessions 24. Use leadership/facilitation techniques 25. Monitor/address safety 26. Observe person served for response to intervention 27. Monitor effectiveness of individual/group intervention	<input type="text"/>	<b>I. Managing TR/RT Services</b> 44. Comply with standards/regulations 45. Conduct needs assessment 46. Prepare/update written plan of operation 47. Confirm programs are consistent with agency mission 48. Recruit/train/educate/supervise/evaluate staff 49. Provide staff development/mentorship 50. Develop/implement internship program 51. Prepare annual budget 52. Support research programs/projects 53. Prepare/report quality improvement data 54. Prepare summary reports of TR/RT Services	<input type="text"/>
<b>E. Evaluate Outcomes of the Interventions and/or Programs</b> 28. Evaluate changes in functioning 29. Determine effectiveness of individualized intervention plan 30. Revise individualized intervention plan 31. Evaluate need for termination of services 32. Determine effectiveness of modalities/programs	<input type="text"/>	<b>J. Public Awareness and Advocacy</b> 55. Establish network with organizations/advocates 56. Advocate for rights for persons served 57. Provide education to the community 58. Promote marketing/public relations	<input type="text"/>



# Path to CTRS® Certification



**National Council for  
Therapeutic Recreation  
Certification®**

7 Elmwood Drive  
New City, New York 10956  
Tel 845-639-1439  
Fax 845-639-1471  
email [nctrc@NCTRC.org](mailto:nctrc@NCTRC.org)  
[www.NCTRC.org](http://www.NCTRC.org)



NCTRC is a member of the Institute for Credentialing Excellence (ICE) and the CTRS Credentialing Program is accredited by National Commission for Credentialing Agencies (NCCA).

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