



IMPORTANT INFORMATION

This Student Internship Guide is designed to assist applicants with the NCTRC professional eligibility process. Completing an academic internship is required for CTRS certification. Although completing this guide is not a formal requirement of the professional eligibility process, it helps document important information about the internship necessary for completing the NCTRC application. The information may also be needed during the application review process. The Student Internship Guide may be submitted as a supplement to the NCTRC application to document information related to specific requirements.

Visit nctrc.org or contact NCTRC to obtain a copy of the Certification Standards which contains important information regarding certification, exam information, and application forms.

Keep these documents in this folder:

- Copy of Supervisors' CTRS Certification Cards
- Copy of University/Agency Contract
- Copies of Mid-term and Final Evaluations
- Copy of the NCTRC Job Analysis Task and Knowledge Areas
- Copies of Internship Reports or Projects sent to the University

RECORD OF INTERNSHIP

Student Name:

SSN (last 4 digits):

Agency Name:

Phone:

Mailing Address:

City:

State:

Zip:

CTRS Agency Supervisor Name:

Certification Number:

Expiration Date:

CTRS Academic Supervisor Name:

Certification Number:

Expiration Date:

Primary Service Setting (check only one):

- | | | |
|------------------------------------|--|--|
| <input type="radio"/> Hospital | <input type="radio"/> Community | <input type="radio"/> Partial or Outpatient |
| <input type="radio"/> School | <input type="radio"/> Residential/Transitional | <input type="radio"/> Skilled Nursing Facility |
| <input type="radio"/> Correctional | <input type="radio"/> Adult Day Care | <input type="radio"/> Other: |

Primary Service Sector (check only one):

- | | | |
|---|---|------------------------------|
| <input type="radio"/> Psychiatric/Mental Health | <input type="radio"/> Physical Rehabilitation | <input type="radio"/> Other: |
| <input type="radio"/> Developmental Disability | <input type="radio"/> Geriatrics | |

Primary Level of Care (check only one):

- | | | |
|-----------------------------------|--------------------------------------|--------------------------------------|
| <input type="radio"/> Acute | <input type="radio"/> Sub-Acute | <input type="radio"/> Long Term Care |
| <input type="radio"/> Home Health | <input type="radio"/> Rehabilitation | <input type="radio"/> Other: |

Primary Age Group (check only one):

- | | | |
|-----------------------------------|----------------------------------|------------------------------|
| <input type="radio"/> Pediatric | <input type="radio"/> Adolescent | <input type="radio"/> Other: |
| <input type="radio"/> Older Adult | <input type="radio"/> Adult | |

First Date of Placement:

Final Date of Placement:

Total Hours (total weeks x hours per week):

NCTRC JOB ANALYSIS TASK DOMAINS

NCTRC Certification Standards require that applicants gain exposure to the components of the NCTRC Job Analysis Task Domains.* While it is not mandatory that applicants 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:
A. Professional Relationships and Responsibilities		F. Document Intervention Services	
<ul style="list-style-type: none">Establish/maintain effective working relationshipsCreate/maintain a safe/therapeutic environmentMaintain CTRS/required state credential(s)Participate in in-service training/Staff developmentMaintain knowledge of current TR/RT trendsEnhance professional competence/additional credentialsEnhance professional competenceSupport the development of evidence-based practicesAdhere to professional SOP and code of ethicsParticipate in quality improvement processParticipate in agency/professional committees		<ul style="list-style-type: none">Document participation/adherence to interventionDocument behavioral observationsDocument occurrences relating to risk managementDocument protocols/modalitiesDocument program effectiveness	
B. Assessment		G. Treatment Teams and/or Service Providers	
<ul style="list-style-type: none">Request/secure referrals/ordersObtain/review pertinent informationSelect/develop assessment methods/settingEstablish therapeutic relationshipConduct assessmentsAnalyze/interpret resultsIntegrate/record/disseminate results		<ul style="list-style-type: none">Identify the treatment team/community partnersProvide information to team/community partnersCommunicate informationCoordinate/integrate intervention planDevelop/provide collaborative services	
C. Plan Interventions and/or Programs		H. Develop and Maintain Programs	
<ul style="list-style-type: none">Discuss results of assessmentDevelop/document intervention planDevelop/select interventions/approachesDevelop/select protocolsUtilize activity/task analysisSelect adaptations/modifications/assistive technology		<ul style="list-style-type: none">Maintain equipment/supply inventoryPlan/coordinate support servicesMaintain program budget/expense recordsDevelop/distribute schedulesIdentify funding sourcesConduct needs assessmentConduct ongoing program evaluationFollow risk management practices	
D. Implement Interventions and/or Programs		I. Manage TR/RT Services	
<ul style="list-style-type: none">Explain purpose/outcomes of the intervention/programImplement individual/group session(s)Use leadership/facilitation/adaptation techniquesMonitor/address safetyObserve for response to intervention/programMonitor effectiveness of intervention/program		<ul style="list-style-type: none">Comply with standards/regulationsPrepare/update written plan of operationConfirm programs are consistent with agency missionRecruit/train/educate/supervise/evaluate staffProvide staff development/mentorshipDevelop/implement/maintain internship programPrepare/implement/evaluate/monitor annual budgetSupport research programs/projectsDevelop/conduct quality improvement planWrite summary reports of TR/RT servicesIdentify/obtain/manage supplemental funding	
E. Evaluate Outcomes of the Interventions and/or Programs		J. Awareness and Advocacy	
<ul style="list-style-type: none">Evaluate changes in functioningDetermine effectiveness of individual intervention planRevise individualized intervention planEvaluate for additional/alternative/discharge of servicesDetermine effectiveness of protocols/programs		<ul style="list-style-type: none">Establish/maintain network with organizations/advocatesAdvocate for rights of person(s) servedProvide education to internal/external stakeholdersPromote marketing/public relationsMonitor legislative/regulatory changes	

*Complete version of the NCTRC Job Task Domains is available online at nctrc.org.

DOCUMENTATION OF INTERNSHIP

Job Analysis Task Domains: An acceptable internship is defined by the therapeutic recreation process as delineated in the NCTRC Job Analysis Task Areas. The NCTRC Job Analysis Task Domains are:

- | | |
|---|--|
| A. Professional Relationships and Responsibilities | F. Document Intervention Services |
| B. Assessment | G. Treatment Teams and/or Service Providers |
| C. Plan Interventions and/or Programs | H. Develop and Maintain Programs |
| D. Implement Interventions and/or Programs | I. Manage TR/RT Services |
| E. Evaluate Outcomes of the Interventions/Programs | J. Awareness and Advocacy |

Instructions: In the table below, list the weekly dates and daily hours under each day of each week. List total weekly hours in the second to last column and record the Job Analysis Task Domains you worked on that week in the final column. You must submit a copy of your internship time logs if a range of hours per week is provided.

EXAMPLE

Wk	Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours	Domains
1	m/d/y–m/d/y	0–0	8:00–4:00	10:00–6:30	0–0	10:00–6:30	8:00–4:00	12:00–18:00	30	A, B, C

TIME LOG OF HOURS

Wk	Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours	Domains
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
									Total Hours	

CTRS Agency Supervisor's Signature Date

CTRS Academic Supervisor's Signature Date

WHAT YOU SHOULD KNOW BEFORE YOU COMPLETE YOUR INTERNSHIP

Checklist for NCTRC Internships: Provided below is a list of important criteria necessary to be compliant with NCTRC Internship Standards. Please use this checklist as a method of pre-screening potential internship agencies and supervisors. Please consult NCTRC Certification Standards for further explanation.

Criteria	Yes	No
1. Is the internship taking place after the majority of required therapeutic recreation and general recreation coursework is completed?		
2. Is the internship highly structured, field-centered and professionally supervised? An acceptable internship must be based on the therapeutic recreation process as defined by the knowledge and tasks in the current NCTRC Job Analysis Study.		
3. Is there an identified primary internship supervisor? An acceptable internship must have one identified primary supervisor. The primary supervisor works on a consistent basis with the student, coordinates all other secondary supervision and completes all evaluation materials and weekly reports pertaining to the internship experience.		
4. Is the Agency Supervisor employed at least 30 hours per week at the agency, with at least 50% of the job duties within therapeutic recreation service?		
5. Is the Agency Supervisor actively certified? The agency supervisor must possess active CTRS certification status on the first day of the student's internship and have been certified for at least one year prior to supervising interns.		
6. Is the Academic Supervisor actively certified? The academic supervisor must possess active CTRS certification status on the first day of the student's internship and must be formally employed at the college/university.		
7. Will there be shared responsibility between the academic unit and the selected field agency? The shared responsibility is between the faculty member and the agency therapeutic recreation supervisor to assure that students receive a quality internship experience which prepares them for practice in the field of therapeutic recreation.		
8. Will the internship be a minimum of 560 hours and 14 consecutive weeks? No less than 20 hours per week or more than 45 hours per week will be accepted for the internship experience. The internship experience should be continuous and uninterrupted.		
9. Will the internship experience take place at one agency? Internships may not be split among different agencies or accumulated over multiple sites, unless the sites are within the same agency, and under the direct supervision of the CTRS.		
10. Will the internship experience earn academic credit?		
11. Will the student be exposed to opportunities to develop skills related to the therapeutic recreation process as defined by the current NCTRC National Job Analysis Task Areas?		

PLEASE NOTE: The above criteria reflect the NCTRC Standards as of 1/1/17. Please review the NCTRC website for notice of future standard changes.

National Council for Therapeutic
Recreation Certification®

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

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